

# Occupational Profiles

for

**HOT**

**Jobs  
in Maine**



## Preface

The 1999 edition of *Occupational Profiles for Maine* has been revised considerably from earlier versions. This new edition focuses on Maine occupations which, between 1996 and 2006, are projected to grow substantially, provide a large number of annual job openings, or display significant levels of employment. *Occupational Profiles for Maine* provided in-depth information for the 81 occupations published in our March 1999 brochure, *Hot Jobs in Maine*. Each profile contains an occupational description followed by information relevant to average earnings, employment outlook, skills and aptitudes required, educational requirements, licensing authority, and working environment.

Information contained in the profiles was obtained from Choices CT@ career guidance software and from the Maine Economic Data Inventory Employment Info Guide. Individuals interested in occupations not covered in this publication, or seeking additional information should visit their local CareerCenter. These software products and many resources are available to CareerCenter customers.

Occupational and other labor market information may also be obtained from the District Managers for Labor Market Information, stationed at these locations:

**Craig Holland, District Manager**

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Bangor, ME 04402-0402  
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e-mail: craig.holland@state.me.us

**North/East District**

Aroostook County	Hancock County
Penoscot County	Washington County

**Ken Bridges, District Manager**

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**Central District**

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Somerset County	Knox County
Piscataquis County	Waldo County

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**Western District**

Androscoggin County	Oxford County
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**Southern District**

Cumberland County	York County
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This product was prepared by the Division of Labor Market Information Services, Maine Department of Labor, 20 Union Street, Augusta, Maine 04330-6826.

# Financial Manager

## Occupational Profile for Maine

### *Job Description*

Prepares the financial reports required by a firm to conduct its operations and to ensure that the firm satisfies tax and regulatory requirements. Oversees the flow of cash and financial instruments, monitors the extension of credit, assesses the risk of transactions, raises capital, and analyzes investments. Develops information to assess the present and future financial status of the firm. Communicates with stock holders and other investors. Directs staff.

### *Wages*

Their average wage in Maine in 1997 was \$22.57 per hour. This would be equivalent to \$3,912 per month or \$46,946 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Financial Managers employed in the area in 1996 was 2,860. It is projected that in 2006 there will be 3,306. This represents a growth rate of 15.6% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 99 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Financial Managers in the area in 1996 was Depository Institutions, with 19% of the total employment for this occupation. The next largest industry for this occupation was Health Services, with 8% of employment. The third largest was Engineering & Management Services, with 6%.

### *Transferable Work Content Skills*

- Giving advice on financial matters (high level)
- Managing and directing people and programs (high level)
- Negotiating staff policies and disputes (high level)
- Explaining banking, loan, and financial services (high level)
- Planning and administering budgets (high level)
- Examining and evaluating financial records (high level)
- Preparing financial reports (high level)

### *Education*

Bachelor's degree or higher, plus work experience

A bachelor's degree in finance, accounting, economics, or business administration is the minimum academic preparation for financial managers. However, many employers increasingly seek graduates with a master's degree, preferably in business administration, economics, finance, or risk management.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 52.0301 Accounting
- 52.0801 Finance, General

- 52.0802 Actuarial Science
- 52.0803 Banking and Financial Support Services
- 52.0804 Financial Planning
- 52.0806 International Finance
- 52.0808 Public Finance
- 52.0899 Financial Management and Services, Other

### ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Top one-third - significant to this occupation
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Top one-third - significant to this occupation
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Bottom third

### ***Physical Demands***

Sedentary (up to 10 lbs)

### ***Physical Activities***

Talking  
Hearing  
Seeing clearly up close

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Controller (160.167-058)*

Directs financial activities of organization or subdivision of organization.

*Treasurer (161.117-018)*

Directs financial planning, procurement, and investment of funds for an organization.

*Manager, Credit and Collection (169.167-086)*

Directs and coordinates activities of workers engaged in conducting credit investigations and collecting delinquent accounts of customers.

*Vice President, Financial Institution (186.117-078)*

Directs and coordinates, through subordinate managerial personnel, activities of department, region, administrative division, or specific function of financial institution, such as lending, trusts, mortgages, investments, acting under authority and responsibility delegated by corporate executive officer.

*Manager, Financial Institution (186.167-086)*

Manages branch or office of financial institutions, such as commercial bank, credit union, finance company, mortgage company, savings bank, or trust company.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*

## **Marketing, Advertising and Public Relations Manager**

### **Occupational Profile for Maine**

#### ***Job Description***

Marketing manager develops a firm's detailed marketing strategy. Determines the demand for products and services offered by the firm and its competitors and identifies potential customers. Develops pricing strategy with an eye towards maximizing the firm's share of the market and its profits while ensuring that customer's are satisfied. Advertising manager oversees the account services, creative services, and media services departments. Public relations manager supervises public relations specialists and direct publicity programs to a targeted public. Observes social, economic, and political trends that might ultimately have an effect upon the firm, and makes recommendations to enhance the firm's public image in view of those trends.

#### ***Wages***

Their average wage in Maine in 1997 was \$23.13 per hour. This would be equivalent to \$4,009 per month or \$48,110 per year, assuming a 40-hour week worked the year around.

#### ***Employment***

The estimated number of Marketing, Advertising and Public Relations Managers employed in the area in 1996 was 1,120. It is projected that in 2006 there will be 1,423. This represents a growth rate of 27.1% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 51 openings per year. This does not, however, take into account how many workers will be competing for these openings.

#### ***Industry Sectors***

The industry that employed the largest number of Marketing, Advertising and Public Relations Managers in the area in 1996 was Business Services, with 7% of the total employment for this occupation. The next largest industry for this occupation was Educational Services, with 6% of employment. The third largest was Printing and Publishing, with 6%.

#### ***Transferable Work Content Skills***

- Managing and directing people and programs (high level)
- Formulating program policy and goals (high level)
- Negotiating staff policies and disputes (high level)
- Hiring and supervising staff (high level)
- Selling products or services (high level)
- Researching business problems to develop solutions (high level)
- Planning staff work tasks (high level)
- Planning and administering budgets (high level)
- Examining and evaluating financial records (high level)
- Preparing project status reports (high level)

#### ***Education***

Bachelor's degree or higher, plus work experience

A wide range of educational backgrounds are suitable for entry into these jobs. Many employers prefer a broad liberal arts background. A bachelor's degree in sociology, psychology, literature, or philosophy is acceptable. For marketing and sales management positions, some employers prefer a bachelor's or master's degree in business administration with an emphasis on marketing. In highly technical industries, a bachelor's degree in engineering or science combined with a master's degree in business administration is preferred. For advertising positions, some employers prefer a bachelor's degree in advertising or journalism. For public relations management positions, some employers prefer a bachelor's or master's degree in public relations or journalism.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 08.0708 General Marketing Operations
- 09.0201 Advertising
- 09.0501 Public Relations and Organizational Communications

- 52.1401 Business Marketing and Marketing Management
- 52.1402 Marketing Research
- 52.1403 International Business Marketing
- 52.1499 Marketing Management and Research, Other

## ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Middle third
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Middle third - significant to this occupation
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Bottom third

## ***Physical Demands***

Sedentary (up to 10 lbs)

## ***Physical Activities***

Reaching  
Using hands  
Using fingers  
Talking  
Hearing  
Seeing clearly up close

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Manager, Export (163.117-014)*

Directs foreign sales and service outlets of an organization.

*Manager, Promotion (163.117-018)*

Plans and administers sales policies and programs to foster and promote hotel patronage.

*Manager, Sales (any industry) (163.167-018)*

Manages sales activities of establishment.

*Manager, Advertising (164.117-010)*

Plans and executes advertising policies of organization.

*Manager, Advertising Agency (164.117-014)*

Directs activities of advertising agency.

*Media Director (164.117-018)*

Plans and administers media programs in advertising department.

*Account Executive (164.167-010)*

Plans, coordinates, and directs advertising campaign for clients of advertising agency.

*Fashion Coordinator (185.157-010)*

Promotes new fashions and coordinates promotional activities, such as fashion shows, to induce consumer acceptance.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*

# Engineering, Mathematics, Scientific Manager

## Occupational Profile for Maine

### *Job Description*

Plans, coordinates, and directs research, development, design, production, and computer related activities. Supervises a staff that may include engineers, scientists, technicians, computer specialists, along with support personnel. Determines scientific and technical goals within broad outlines provided by top management, and makes detailed plans for the accomplishment of these goals. Forecasts costs and equipment and personnel needs for projects and programs. Hires and assigns scientists, engineers, technicians, computer specialists, data processing workers, and support staff to carry out projects. An engineering manager directs and coordinates the production, operations, quality assurance, testing, or maintenance in industrial plants; or plans and coordinates the design and development of machinery, products, systems, and processes. A natural science manager oversees activities in agriculture science, chemistry, biology, geology, meteorology, or physics. A data processing manager directs, plans, and coordinates data processing activities, computer operations, software development, or data bases; may also determine hardware requirements, evaluate equipment options, and make purchasing decisions.

### *Wages*

Their average wage in Maine in 1997 was \$29.66 per hour. This would be equivalent to \$5,141 per month or \$61,692 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Engineering, Math & Science Managers employed in the area in 1996 was 740. It is projected that in 2006 there will be 963. This represents a growth rate of 30.1% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 38 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Engineering, Math & Science Managers in the area in 1996 was Engineering & Management Services, with 16% of the total employment for this occupation. The next largest industry for this occupation was Electronic & Other Electric Equipment, with 12% of employment. The third largest was Paper & Allied Products, with 9%.

### *Transferable Work Content Skills*

- Managing and directing people and programs (high level)
- Formulating program policy and goals (high level)
- Directing an engineering design team (high level)
- Coordinating worker activities (high level)
- Interpreting mathematics data (high level)
- Researching mathematics (high level)
- Researching physical sciences (high level)
- Planning project activities (high level)
- Planning and administering budgets (high level)
- Preparing project status reports (high level)

### *Education*

Bachelor's degree or higher, plus work experience

Experience as an engineer, mathematician, natural scientist, or computer professional is the usual requirement for becoming an engineering, science, or data processing manager. Consequently, educational requirements are similar to those for scientists, engineers, and data processing professionals.

A bachelor's degree in engineering from an accredited engineering program is acceptable for beginning engineering jobs, but many engineers increase their chances for promotion to a managerial position by obtaining a master's degree in engineering,

engineering management, or business administration.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 14.0101 Engineering, General
- 14.3001 Engineering/Industrial Management
- 52.0201 Business Administration and Management, General
- People entering this occupation receive education in the fields of engineering, mathematics or one of the natural sciences

## ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Top one-third - significant to this occupation
Spatial perception	Top one-third
Form perception	Middle third
Clerical perception	Middle third
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Bottom third

## ***Physical Demands***

Sedentary (up to 10 lbs)

## ***Physical Activities***

Reaching  
Using hands  
Talking  
Hearing  
Seeing clearly up close

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Engineering Manager, Electronics (003.167-070)*

Directs and coordinates activities of engineering department to design, manufacture, and test electronic components, products, and systems.

*Project Manager, Environmental Research (029.167-014)*

Plans, directs, and coordinates activities of staff involved in developing procedures, equipment, and techniques to solve pollution problems, using scientific research methods.

*Data Base Administrator (039.162-010)*

Coordinates physical changes to computer data bases; and codes, tests, and implements physical data base, applying knowledge of data base management system.

*Manager, Computer Operations (169.167-082)*

Directs and coordinates activities of workers engaged in computer operations.

*Director, Research and Development (189.117-014)*

Directs and coordinates research and development activities for organizational products, services, or ideologies.

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**Sources:** *Choices CT© and the Maine Economic Data Inventory.*



# Medicine & Health Services Manager

## Occupational Profile for Maine

### *Job Description*

Plans, organizes, coordinates, and supervises the delivery of health care. Sets the overall direction of and implements policies for a health services organization. May direct activities in clinical areas such as nursing, surgery, therapy, food service, and medical records; or the activities in non-health areas such as finance, housekeeping, human resources, and information management. Evaluates personnel and work, develops budgets, prepares reports, and coordinates health service activities with other managers.

### *Wages*

Their average wage in Maine in 1997 was \$21.89 per hour. This would be equivalent to \$3,794 per month or \$45,531 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Medicine & Health Services Managers employed in the area in 1996 was 1,083. It is projected that in 2006 there will be 1,394. This represents a growth rate of 28.7% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 54 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Medicine & Health Services Managers in the area in 1996 was Health Services, with 66% of the total employment for this occupation. The next largest industry for this occupation was Self-Employed, with 18% of employment. The third largest was Social Services, with 7%.

### *License/Certification*

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station, Gardiner Annex-Northern Avenue, Augusta, ME, 04333-0035, Tel 207-624-8603

### *Transferable Work Content Skills*

- Managing and directing people and programs (high level)
- Formulating program policy and goals (high level)
- Negotiating staff policies and disputes (high level)
- Hiring and supervising staff (high level)
- Evaluating worker performance (high level)
- Working as a member of a health services team (high level)
- Planning and administering budgets (high level)
- Preparing project status reports (high level)

### *Education*

Master's degree

A master's degree - in health services administration, long term care administration, public health, public administration, or business administration - is regarded as the standard credential for most

generalist positions in this field. However, a bachelor's degree is adequate for some entry-level positions in smaller operations.

Related Education Programs: (by CIP – Classification of Instructional Program codes)

- 51.0701 Health System/Health Services Administration
- 51.0702 Hospital/Health Facilities Administration
- 51.0704 Health Unit Manager/Ward Supervisor
- 51.0799 Health and Medical Administrative Services, Other
- 51.1602 Nursing Administration (Post-R.N.)

## ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Top one-third - significant to this occupation
Spatial perception	Middle third
Form perception	Middle third
Clerical perception	Top one-third - significant to this occupation
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Bottom third

## ***Physical Demands***

Light (10 lbs to 20 lbs)

## ***Physical Activities***

Talking  
Hearing  
Seeing clearly up close

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Director, Nursing Service (075.117-022)*

Administers nursing program in hospital, nursing home, or other medical facility to maintain standards of patient care, and advises medical staff, department heads, and administrators in matters related to nursing service.

*Director, Occupational Health Nursing (075.117-026)*

Plans with management, medical director, and legal counsel scope and objectives of nursing service in industrial establishment, and directs nursing activities.

*Emergency Medical Services Coordinator (079.117-010)*

Directs medical emergency service program.

*Administrator, Health Care Facility (187.117-010)*

Directs administration of hospital, nursing home, or other health care facility within authority of governing board.

*Director, Outpatient Services (187.117-058)*

Supervises and directs activities of outpatient clinic and coordinates activities of clinic with those of other hospital departments.

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**Sources:** Choices CT© and the Maine Economic Data Inventory.

## **Food Service & Lodging Managers**

### **Occupational Profile for Maine**

#### ***Job Description***

Is responsible for the efficient and profitable operation of restaurants, institutional food service facilities and lodging establishments. Orders supplies and deals with suppliers. On a daily basis, estimates food consumption, and places orders for and schedules the delivery of fresh food and beverages. Manages the kitchen and dining room. Oversees food preparation and cooking, checking the quality of food and sizes of portions. Interviews, hires, and, when necessary, fires workers. Plans training for employees and schedules their work hours. Also attends to all the administrative tasks of the business, which includes keeping accurate records of the hours and wages of employees, preparing the payroll, and keeping records of supply and equipment purchases. Records the cash and charge receipts received and balances them against the record of sales. Deposits each day's receipts at the bank. In a small hotel, motel, or inn with a limited staff, may direct all aspects of operations. In large hotels that employ many workers, may be aided by a number of assistant managers assigned among departments responsible for various aspects of operations. Establishes standards for service to guests, decor, housekeeping, food quality, and banquet operations. May set room rates, allocate funds to departments, and approve expenditures.

#### ***Wages***

Their average wage in Maine in 1997 was \$11.89 per hour. This would be equivalent to \$2,060 per month or \$24,731 per year, assuming a 40-hour week worked the year around.

#### ***Employment***

The estimated number of Food Service & Lodging Managers employed in the area in 1996 was 4,199. It is projected that in 2006 there will be 5,160. This represents a growth rate of 22.9% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 185 openings per year. This does not, however, take into account how many workers will be competing for these openings.

#### ***Industry Sectors***

The industry that employed the largest number of Food Service & Lodging Managers in the area in 1996 was Private Households/Self-Employed, with 48% of the total employment for this occupation. The next largest industry for this occupation was Eating & Drinking Places, with 28% of employment. The third largest was Educational Services, with 7%.

#### ***Transferable Work Content Skills***

- Managing and directing people and programs (high level)
- Hiring and supervising staff (high level)
- Assigning duties to workers (high level)
- Coordinating worker activities (high level)
- Providing lodging or meal services (high level)
- Handling customer complaints (high level)
- Planning staff work tasks (high level)
- Planning and administering budgets (high level)
- Compiling sales and purchasing information (high level)
- Negotiating staff policies and disputes (high level)

#### ***Education***

Postsecondary training, plus work experience

Postsecondary training in hotel or restaurant management is preferred for most hotel management positions, although a college liberal arts degree may be sufficient when coupled with related hotel experience. A bachelor's degree in hotel and restaurant administration provides particularly strong preparation for a career in hotel management. Many restaurant and food service manager positions are filled by promoting experienced food and beverage preparation and service workers. Most food service management companies and national or regional restaurant chains recruit management trainees from among the graduates of 2-year

and 4-year college programs. Food service and restaurant chains prefer to hire persons with degrees in restaurant and institutional food service management, but they often hire graduates with degrees in other fields who have demonstrated interest and aptitude. A bachelor's degree in restaurant and food service management provides particularly strong preparation for a career in this occupation.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 08.0902 Hotel/Motel Services Marketing Operations
- 08.0906 Food Sales Operations
- 12.0504 Food and Beverage/Restaurant Operations Manager
- 19.0505 Food Systems Administration
- 20.0405 Food Caterer
- 20.0409 Institutional Food Services Administrator
- 52.0901 Hospitality/Administration Management
- 52.0902 Hotel/Motel and Restaurant Management

### ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Middle third - significant to this occupation
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Top one-third - significant to this occupation
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Bottom third

### ***Physical Demands***

Light (10 lbs to 20 lbs)

### ***Physical Activities***

Reaching  
Using hands  
Using fingers  
Talking  
Hearing

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Manager, Fast Food Services (185.137-010)*  
*Executive Chef (187.161-010)*  
*Director, Food Services (187.167-026)*  
*Manager, Liquor Establishment (187.167-126)*  
*Dietary Manager (187.167-206)*  
*Director, Food and Beverage (187.167-210)*  
*Manager, Front Office (187.137-018)*  
*Executive Housekeeper (187.167-046)*  
*Manager, Camp (187.167-066)*  
*Manager, Convention (187.167-078)*  
*Manager, Hotel Recreational Facilities (187.167-122)*  
*Manager, Boarding House (320.137-010)*  
*Manager, Lodging Facilities (320.137-014)*

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*

## **General Manager and Top Executive**

### **Occupational Profile for Maine**

#### ***Job Description***

Formulates the policies and directs the operations of corporations, non-profit institutions, and government agencies. Plans, organizes, and directs the activities of the organization through the department heads. Meets with department heads to ensure that operations are being carried out according to the organization's policies. May plan budgets, select staff, and see to other day-to-day supervisory duties.

#### ***Wages***

Their average wage in Maine in 1997 was \$25.03 per hour. This would be equivalent to \$4,338 per month or \$52,062 per year, assuming a 40-hour week worked the year around.

#### ***Employment***

The estimated number of General Managers and Top Executives employed in the area in 1996 was 15,973. It is projected that in 2006 there will be 17,875. This represents a growth rate of 11.9% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 530 openings per year. This does not, however, take into account how many workers will be competing for these openings.

#### ***Industry Sectors***

The industry that employed the largest number of General Managers and Top Executives in the area in 1996 was Wholesale Trade-durable Goods, with 6% of the total employment for this occupation. The next largest industry for this occupation was Social Services, with 6% of employment. The third largest was Miscellaneous Retail, with 5%.

#### ***License/Certification***

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station, Gardiner Annex-Northern Avenue, Augusta ME, 04333-0035, Tel 207-624-8603

Department of Education, Division of Certification and Placement, 23 State House Station, Augusta Complex, Augusta, ME, 04333-0023, Tel 207-287-5944

#### ***Transferable Work Content Skills***

- Managing and directing people and programs (high level)
- Formulating program policy and goals (high level)
- Negotiating staff policies and disputes (high level)
- Hiring and supervising staff (high level)
- Planning and administering budgets (high level)
- Preparing project status reports (high level)

#### ***Education***

Bachelor's degree or higher, plus work experience

The educational background of managers and top executives varies as widely as the nature of their diverse responsibilities. Many general managers and top executives have a bachelor's degree or higher in liberal arts or business administration. Their major often is related to the departments they direct -- for example, accounting for a general manager of finance or computer science for a general manager of information systems.

Graduate and professional degrees are common. Many managers in administrative, marketing, financial, and manufacturing activities have a master's degree in business administration. Managers in highly technical manufacturing and research activities often have a master's or doctoral degree in engineering or scientific discipline.

Related Education Programs: (by CIP – Classification of Instructional Program codes)

- 52.0101 Business, General
- 52.0201 Business Administration and Management, General
- 52.0299 Business Administration and Management, Other
- 52.0601 Business/Managerial Economics
- 52.0999 Hospitality Services Management, Other
- 52.1101 International Business

## ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Middle third
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Middle third
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Bottom third

## ***Physical Demands***

Sedentary (up to 10 lbs)

## ***Physical Activities***

Talking; Hearing; Seeing clearly up close

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Director, Transportation (184.117-014)*

Formulates policies, programs, and procedures for transportation system, including schedules, rates, routes, assignment of drivers and vehicles and other terminal operations.

*Manager, Department Store (185.117-010)*

Directs and coordinates, through subordinate managerial personnel, activities of department store selling lines of merchandise in specialized departments.

*President, Financial Institution (186.117-054)*

Plans, develops, and directs financial policies and practices of bank, savings bank, commercial bank, trust company, mortgage company, credit union, or company dealing in consumer credit, such as finance company, to ensure that financial objectives, goals, and institutional growth are met and in accordance with policies of Board of Directors or corporate charter and government regulations.

*Director, Institution (187.117-018)*

Directs administration of institution, such as prison or youth correctional facility.

*Association Executive (189.117-010)*

Directs and coordinates activities of professional or trade association in accordance with established policies to further achievement of goals, objectives, and standards of profession or association.

*Manager, Industrial Organization (189.117-022)*

Directs and coordinates activities of industrial organization to obtain optimum efficiency and economy of operations and maximize profits.

*President (189.117-026)*

Plans, develops, and establishes policies and objectives of business organization in accordance with board directives and corporation charter.

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**Sources:** *Choices CT© and the Maine Economic Data Inventory.*

# Accountant and Auditor

## Occupational Profile for Maine

### *Job Description*

Prepares, analyzes, and verifies financial records. Uses computers and special software packages to summarize transactions for financial records or to organize data in special formats for financial analysis. Studies financial records to give advice on money matters and to prepare financial statements. May prepare income tax forms and give advice on tax matters. May audit financial records to check for mismanagement, waste, or fraud. May examine clients' financial records to see if they are correct and correctly reported. May develop estate plans, accounting systems, or budgets. Some teach courses in a business or professional school, do consulting work, or serve on committees of professional organizations.

### *Wages*

Their average wage in Maine in 1997 was \$17.81 per hour. This would be equivalent to \$3,087 per month or \$37,044 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Accountants and Auditors employed in the area in 1996 was 3,995. It is projected that in 2006 there will be 4,735. This represents a growth rate of 18.5% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 156 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Accountants and Auditors in the area in 1996 was Engineering & Management Services, with 25% of the total employment for this occupation. The next largest industry for this occupation was Self-Employed, with 16% of employment. The third largest was State Government, with 6%.

### *License/Certification*

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station, Gardiner Annex-Northern Avenue, Augusta ME, 04333-0035, Tel 207-624-8603

### *Transferable Work Content Skills*

- Giving advice on financial matters (high level)
- Explaining banking, loan, and financial services (high level)
- Planning and administering budgets (high level)
- Examining and evaluating financial records (high level)
- Preparing financial reports (high level)
- Preparing and organizing numerical records (high level)

### *Education*

Bachelor's degree

Entry into this field requires at least a bachelor's degree in accounting or a closely related field. Many

employers prefer those with a master's degree in accounting or a master's degree in business administration with a concentration in accounting.

Related Education Programs: (by CIP – Classification of Instructional Program codes)

- 52.0301 Accounting
- 52.0399 Accounting, Other
- 52.1601 Taxation
- license required for CPA

### ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Top one-third - significant to this occupation
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Top one-third - significant to this occupation
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Bottom third

### ***Physical Demands***

Sedentary (up to 10 lbs)

### ***Physical Activities***

Using fingers  
Talking  
Hearing  
Seeing clearly up close

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Accountant, Tax (160.162-010)*

Prepares federal, state, or local tax returns of individual, business establishment, or other organization.

*Accountant, Cost (160.162-026)*

Applies principles of cost accounting to conduct studies which provide detailed cost information not supplied by general accounting systems.

*Auditor, Internal (160.167-034)*

Conducts audits for management to assess effectiveness of controls, accuracy of financial records, and efficiency of operations.

*Auditor (160.167-054)*

Examines and analyzes accounting records to determine financial status of establishment and prepares financial reports concerning operating procedures.

*Investment Analyst (160.267-026)*

Analyzes financial information to forecast business, industry, and economic conditions, for use in making investment decisions.

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**Sources:** *Choices CT© and the Maine Economic Data Inventory.*



# Computer Engineer

## Occupational Profile for Maine

### *Job Description*

Works on the hardware and software aspects of systems design and development. Often works as part of a team that designs new computing devices or computer-related equipment, and may head up the team. Uses computers to simulate and test how machines or systems operate. Writes reports. Consults with other engineers. May work on the production, testing, or maintenance of computer hardware. May analyze a company's computer equipment needs, and help them decide what equipment will best meet their needs. May design and develop both packaged and systems software.

### *Wages*

Their average wage in Maine in 1997 was \$25.14 per hour. This would be equivalent to \$4,357 per month or \$52,291 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Computer Engineers employed in the area in 1996 was 270. It is projected that in 2006 there will be 475. This represents a growth rate of 75.9% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 23 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Computer Engineers in the area in 1996 was Private Households/Self-Employed, with 29% of the total employment for this occupation. The next largest industry for this occupation was Health Services, with 13% of employment. The third largest was Communications, with 9%.

### *Transferable Work Content Skills*

- Operating computers to record and analyze engineering data (high level)
- Giving advice on computer programs and data (high level)
- Directing an engineering design team (high level)
- Designing systems (high level)
- Designing machinery, equipment, and products (high level)
- Developing engineering concepts (high level)
- Testing and analyzing engineering plans (high level)

### *Education*

Bachelor's degree

There is no universally accepted way to prepare for a job as a computer professional because employer's preferences depend on the work to be done, a bachelor's degree is virtually a prerequisite for most employers. Relevant work experience also is very important. For some of the more complex jobs, persons with graduate degrees are preferred.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 14.0901 Computer Engineering
- 14.1001 Electrical, Electronics and Communication Engineering

### ***Aptitudes***

General learning ability	Top 10% - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Top 10% - significant to this occupation
Spatial perception	Top one-third - significant to this occupation
Form perception	Top one-third - significant to this occupation
Clerical perception	Top one-third
Eye-hand coordination	Middle third
Finger dexterity	Middle third
Manual dexterity	Bottom third

### ***Physical Demands***

Sedentary (up to 10 lbs)

### ***Physical Activities***

Reaching  
Using hands  
Using fingers  
Talking  
Hearing  
Seeing clearly up close

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Software Engineer (030.062-010)*

Researches, designs, and develops computer software systems, in conjunction with hardware product development, for medical, industrial, military, communications, aerospace, and scientific applications, applying principles and techniques of computer science, engineering, and mathematical analysis.

*Computer Systems Hardware Analyst (033.167-010)*

Analyzes data processing requirements to plan data processing system that will provide system capabilities required for projected work loads, and plans layout and installation of new system or modification of existing system.

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**Sources:** *Choices CT© and the Maine Economic Data Inventory.*

# Architect

## (Except Landscape and Marine)

### Occupational Profile for Maine

#### *Job Description*

Plans, designs, and supervises the construction of homes, office buildings, and other structures. Plans and designs projects such as parks, airports and highways. Uses computer-aided design and drafting (CADD) systems in their work. Gets involved in all phases of the development of a building or project from the first discussion of general ideas with a client through construction. Prepares detailed drawings that show the scale and structure of buildings and facilities, and includes the dimensions of every part of the structure and the location of plumbing, heating, and other units. May conduct feasibility and impact studies. May help the client in getting construction bids, choosing a contractor, and negotiating the construction contract. May visit the building site to ensure that the contractor is following the design, meeting the schedule, using the right materials, and meeting standards for the quality of work.

#### *Wages*

Their average wage in Maine in 1997 was \$23.64 per hour. This would be equivalent to \$4,097 per month or \$49,171 per year, assuming a 40-hour week worked the year around.

#### *Employment*

The estimated number of Architects (Except Landscape and Marine) employed in the area in 1996 was 468. It is projected that in 2006 there will be 594. This represents a growth rate of 26.9% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 23 openings per year. This does not, however, take into account how many workers will be competing for these openings.

#### *Industry Sectors*

The industry that employed the largest number of Architects (Except Landscape and Marine) in the area in 1996 was Engineering & Management Services, with 54% of the total employment for this occupation. The next largest industry for this occupation was Self-Employed, with 42% of employment. The third largest was Federal Government, with less than 1%.

#### *License/Certification*

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station, Gardiner Annex-Northern Avenue, Augusta ME, 04333-0035, Tel 207-624-8603

#### *Transferable Work Content Skills*

- Operating computers to lay out designs and colors (high level)
- Giving advice on building plans and projects (high level)
- Explaining diagrams (high level)
- Designing structures and land use (high level)
- Designing and arranging objects (high level)
- Drafting drawings for buildings and equipment (high level)
- Planning project activities (high level)

## Education

Bachelor's degree

All States and the District of Columbia require individuals to be licensed (registered) before they may call themselves architects or contract to provide architectural services. Three requirements generally must be met for licensure: A professional degree in architecture, a period of practical training or internship (usually for 3 years), and passage of all sections of the Architect Registration Examination.

There are several types of professional degrees in architecture. Over half of all architecture degrees are from 5-year Bachelor of Architecture programs intended for students entering from high school. Some schools offer a 2-year Master of Architecture program for students with a preprofessional undergraduate degree in architecture or a related area, or a 3- or 4-year Master of Architecture program for students with a degree in another discipline. In addition, there are many combinations and variations of these degree programs. The choice of degree type depends upon each individual's preference and educational background. Although graduate education beyond the professional degree is not essential for practicing architects, it is normally required for research, teaching, and certain specialties.

Related Education Programs: (by CIP – Classification of Instructional Program codes)

- 04.0201 Architecture
- 04.0401 Architectural Environmental Design
- 04.9999 Architecture and Related Programs, Other
- license required.

## Aptitudes

General learning ability	Top 10% - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Top 10% - significant to this occupation
Spatial perception	Top 10% - significant to this occupation
Form perception	Top 10%
Clerical perception	Middle third
Eye-hand coordination	Bottom third
Finger dexterity	Middle third
Manual dexterity	Bottom third

## Physical Demands

Light (10 lbs to 20 lbs)

## Physical Activities

Using hands  
Using fingers  
Talking  
Hearing  
Seeing clearly up close  
Judging depth and distance

## Related Occupations (by DOT – Dictionary of Occupational Titles codes)

*School-Plant Consultant (001.167-010)*

Formulates and enforces standards for construction and alteration of public school facilities throughout state.

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**Sources:** *Choices CT*© and the *Maine Economic Data Inventory*.

## **Geologists, Geophysicists and Oceanographers**

### **Occupational Profile for Maine**

#### ***Job Description***

*Geologists* study the structure, makeup, and history of the earth's crust; apply knowledge to explain the earth's development and to help locate mineral and petroleum deposits and underground water resources; and prepare reports and maps.

*Geophysicists* study physical aspects of the earth, including the atmosphere and hydrosphere, as well as seismic, gravitational, electrical, thermal and magnetic forces affecting the earth. *Oceanographers* study topographical features, rock and sediment of the ocean bottom, and physical aspects of oceans such as density, temperature and sound.

#### ***Wages***

Their average wage in Maine in 1997 was \$27.17 per hour. This would be equivalent to \$4,709 per month or \$56,513 per year, assuming a 40-hour week worked the year around.

#### ***Employment***

The estimated number of Geologists, Geophysicists and Oceanographers employed in the area in 1996 was 168. It is projected that in 2006 there will be 218. This represents a growth rate of 29.8% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 9 openings per year. This does not, however, take into account how many workers will be competing for these openings.

#### ***Industry Sectors***

The industry that employed the largest number of Geologists, Geophysicists and Oceanographers in the area in 1996 was Engineering & Management Services, with 39% of the total employment for this occupation. The next largest industry for this occupation was Self-employed, with 22% of employment. The third largest was State Government, with 19%.

#### ***License/Certification***

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station, Gardiner Annex-Northern Avenue, Augusta ME, 04333-0035, Tel 207-624-8603

#### ***Transferable Work Content Skills***

Operating computers to record and analyze physical science data (high level)  
Explaining physical science concepts (high level)  
Working as a member of a physical science team (high level)  
Interpreting physical science data (high level)  
Researching physical sciences (high level)  
Analyzing physical science data (high level)  
Planning and conducting land and water surveys (high level)  
Drawing diagrams, charts, and maps (high level)  
Preparing technical or research reports (high level)  
Surveying and measuring land (high level)  
Interpreting mathematics data (high level)

#### ***Education***

Bachelor's degree; Masters for Geophysicist

A bachelor's degree in geology/geophysics/oceanography is adequate for entry into some lower level jobs, but better jobs with a good advancement potential usually require at least a master's degree. A Ph.D. degree is essential for most research positions and college or university teaching positions, and is becoming more important for employment in some Federal agencies and some State geological surveys that involve basic research.

Related Education Programs: (by CIP – Classification of Instructional Program codes)

- 40.0601 Geology
- 40.0602 Geochemistry
- 40.0603 Geophysics and Seismology
- 40.0699 Geological and Related Sciences, Other
- 40.0702 Oceanography

- 45.0701 Geography

#### Aptitudes

General learning ability	Top 10% - significant to this occupation
Verbal aptitude	Top 10% - significant to this occupation
Numerical aptitude	Top 10% - significant to this occupation
Spatial perception	Top one-third - significant to this occupation
Form perception	Middle third
Clerical perception	Middle third
Eye-hand coordination	Middle third
Finger dexterity	Middle third
Manual dexterity	Middle third

### *Physical Demands*

Light (10 lbs to 20 lbs)

### *Physical Activities*

Reaching  
Talking  
Hearing  
Using hands  
Using fingers  
Seeing clearly up close  
Seeing clearly at a distance  
Judging depth and distance  
Focusing eyes  
Seeing color differences

### *Related Occupations* (by DOT – Dictionary of Occupational Titles codes)

*Geodesist (024.061-014)*

Studies size, shape, and gravitational field of earth.

*Geologist, Petroleum (024.061-022)*

Explores and charts stratigraphic arrangement and structure of earth to locate gas and oil deposits.

*Geophysical Prospector (024.061-026)*

Studies structure of subsurface rock formations to locate petroleum deposits.

*Hydrologist (024.061-034)*

Studies distribution, disposition, and development of waters of land areas, including form and intensity of precipitation, and modes of return to ocean and atmosphere.

*Mineralogist (024.061-038)*

Examines, analyzes, and classifies minerals, gems, and precious stones.

*Paleontologist (024.061-042)*

Studies fossilized remains of plants and animals found in geological formations to trace evolution and development of past life and identify geological formations according to nature and chronology.

*Petrologist (024.061-046)*

Investigates composition, structure, and history of rock masses forming earth's crust. Applies findings to such fields of investigation as causes of formations, breaking down and weathering, chemical composition and forms of deposition of sedimentary rocks, methods of eruption, and origin and causes of metamorphosis.

*Seismologist (024.061-050)*

Studies and interprets seismic data to locate earthquakes and earthquake faults.

*Engineer, Soils (024.161-010)*

Studies and analyzes surface and subsurface soils to determine characteristics for construction, development, or land planning.

*Geophysical-Laboratory Chief (024.167-010)*

Plans, directs, and coordinates research activities of geophysical laboratory to develop new or improved instruments and methods for measuring physical characteristics of earth's crust which provide data for petroleum or mineral exploration.

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**Sources:** Choices CT© and the Maine Economic Data Inventory.

# **Systems Analyst- Electronic Data Processing**

## **Occupational Profile for Maine**

### ***Job Description***

Plans ways to use computers to solve scientific, engineering, and business problems. Defines the goals of a computer system, and determines the individual steps needed to meet the goals. Uses analytical techniques such as structured analysis, data modeling, mathematical model building, and sampling. Determines what data to collect, the equipment needed for computations, and the steps to follow in processing the information. Once a computer system is developed, prepares charts and diagrams that describe its operation. Coordinates, tests, and observes the initial use of the system to ensure it performs as planned. May also prepare reports to help clients understand systems.

### ***Wages***

Their average wage in Maine in 1997 was \$22.30 per hour. This would be equivalent to \$3,865 per month or \$46,384 per year, assuming a 40-hour week worked the year around.

### ***Employment***

The estimated number of System Analysts-Electronic Data Processing employed in the area in 1996 was 1,136. It is projected that in 2006 there will be 1,970. This represents a growth rate of 73.4% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 91 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### ***Industry Sectors***

The industry that employed the largest number of System Analysts-Electronic Data Processing in the area in 1996 was Insurance Carriers, with 13% of the total employment for this occupation. The next largest industry for this occupation was Private Households/Self-Employed, with 12% of employment. The third largest was State Government, with 11%.

### ***Transferable Work Content Skills***

- Giving advice on computer programs and data (high level)
- Working as a member of a data processing team (high level)
- Designing systems (high level)
- Planning project activities (high level)
- Preparing technical or research reports (high level)
- Processing data on computers (high level)

### ***Education***

Bachelor's degree

There is no universally accepted way of preparing for a job as a systems analyst. College graduates are almost always sought after for these jobs. For some of the more complex jobs, persons with graduate degrees are preferred.

Employers usually want analysts with a background in accounting or business management for work in a business environment, while a background in the physical sciences, applied mathematics, or engineering is preferred for work in scientifically oriented organizations. Many employers seek applicants who have a bachelor's degree in computer science, information science, computer information systems, or data processing.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 11.0101 Computer and Information Sciences, General
- 11.0201 Computer Programming
- 11.0501 Computer Systems Analysis
- 11.9999 Computer and Information Sciences, Other
- 52.1201 Management Information Systems and Business Data Processing, Gen
- 52.1202 Business Computer Programming/Programmer
- 52.1203 Business Systems Analysis and Design

### ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Top one-third - significant to this occupation
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Top 10% - significant to this occupation
Eye-hand coordination	Middle third
Finger dexterity	Middle third
Manual dexterity	Bottom third

### ***Physical Demands***

Sedentary (up to 10 lbs)

### ***Physical Activities***

Using fingers  
Talking  
Hearing  
Seeing clearly up close

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Programmer-Analyst (030.162-014)*

Plans, develops, tests, and documents computer programs, applying knowledge of programming techniques and computer systems.

*Systems Programmer (030.162-022)*

Coordinates installation of computer operating system software and tests, maintains, and modifies software, using computer terminal.

*Quality Assurance Analyst (033.262-010)*

Evaluates and tests new or modified software programs and software development procedures used to verify that programs function according to user requirements and conform to establishment guidelines.

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**Sources:** Choices CT© and the Maine Economic Data Inventory.



# Database Administrators

## Occupational Profile for Maine

### *Job Description*

Coordinates physical changes to computer databases. They code, test and implement the database applying knowledge of database management systems. They may design logical and physical databases and coordinate database development as part of a project team. May plan, coordinate, and implement security measures to safeguard computer databases. May direct programmers and analysts to make changes to database management systems.

### *Wages*

Their average wage in Maine in 1997 was \$19.14 per hour. This would be equivalent to \$3,317 per month or \$39,811 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Database Administrators employed in the area in 1996 was 178. It is projected that in 2006 there will be 310. This represents a growth rate of 74.2% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 17 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Database Administrators in the area in 1996 was Private Households/Self-Employed, with 16% of the total employment for this occupation. The next largest industry for this occupation was Business Services, with 11% of employment. The third largest was Health Services, with 10%.

### *Transferable Work Content Skills*

- Giving advice on computer programs and data (high level)
- Working as a member of a data processing team (high level)
- Designing systems (high level)
- Planning project activities (high level)
- Preparing technical or research reports (high level)
- Processing data on computers (high level)

### *Education*

Bachelor's degree or higher, plus work experience

A bachelor's degree in computer and information science, or data processing is preferable, although there is no universally accepted way to prepare for a job as a Database Administrator. For some of the more complex jobs, persons with graduate degrees are preferred. Relevant work experience is also very important.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 11.0101 Computer and Information Sciences, General
- 11.0201 Computer Programming

- 11.0501 Computer Systems Analysis
- 11.9999 Computer and Information Sciences, Other
- 52.1201 Management Information Systems and Business Data Processing, Gen
- 52.1202 Business Computer Programming/Programmer
- 52.1203 Business Systems Analysis and Design

## ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Top one-third - significant to this occupation
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Top 10% - significant to this occupation
Eye-hand coordination	Middle third
Finger dexterity	Middle third
Manual dexterity	Bottom third

## ***Physical Demands***

Sedentary (up to 10 lbs)

## ***Physical Activities***

Using fingers  
Talking  
Hearing  
Seeing clearly up close

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Programmer-Analyst (030.162-014)*

Plans, develops, tests, and documents computer programs, applying knowledge of programming techniques and computer systems.

*Systems Programmer (030.162-022)*

Coordinates installation of computer operating system software and tests, maintains, and modifies software, using computer terminal.

*Quality Assurance Analyst (033.262-010)*

Evaluates and tests new or modified software programs and software development procedures used to verify that programs function according to user requirements and conform to establishment guidelines.

*User Support Analyst Supervisor (032.132-010)*

Supervises and coordinates activities of workers who provide problem-solving support to computer users.

*Microcomputer Support Specialist (039.264-010)*

Installs, modifies, and makes minor repairs to microcomputer hardware and software systems and provides technical assistance and training to system users.

*Computer Security Coordinator (033.162-010)*

Plans, coordinates, and implements security measures to safeguard information in computer files against accidental or unauthorized modification, destruction, or disclosure.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*

# Computer Support Specialist

## Occupational Profile for Maine

### *Job Description*

Looks into and solves problems that users have with their software and hardware. Receives telephone calls about problems or needed instructions. Talks to users, asks questions, answers requests, and gives advice. Interprets problems and gives technical support. Talks to coworkers to research problems. Calls hardware and software vendors to get information and request service. May test software and hardware. May develop materials and train users. May install hardware and software.

### *Wages*

Their average wage in Maine in 1997 was \$14.35 per hour. This would be equivalent to \$2,487 per month or \$29,848 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Computer Support Specialists employed in the area in 1996 was 762. It is projected that in 2006 there will be 1,387. This represents a growth rate of 82.0% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 68 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Computer Support Specialists in the area in 1996 was Wholesale Trade-durable Goods, with 15% of the total employment for this occupation. The next largest industry for this occupation was Miscellaneous Retail, with 14% of employment. The third largest was Educational Services, with 10%.

### *Transferable Work Content Skills*

- Giving advice on computer programs and data (high level)
- Answering questions about products and services (high level)
- Working as a member of a data processing team (high level)
- Planning and giving information and help (high level)
- Preparing technical or research reports (high level)
- Preparing electronic data files (high level)
- Processing data on computers (high level)

### *Education*

Bachelor's degree or higher, plus work experience

There is no universally accepted way to prepare for a job as a computer professional; however, employers almost always seek college graduates for these positions, especially with related degrees. Computer support analysts also need significant experience working with computers, including programming skills.

Related Education Programs (by CIP – Classification of Instructional Program codes)  
- 11.0101 Computer and Information Sciences, General

- 11.0401 Information Sciences and Systems
- 11.0701 Computer Science
- 11.9999 Computer and Information Sciences, Other
- 52.1201 Management Information Systems and Business Data Processing, Gen
- 52.1203 Business Systems Analysis and Design
- 52.1204 Business Systems Networking and Telecommunications

### ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Middle third - significant to this occupation
Spatial perception	Middle third - significant to this occupation
Form perception	Middle third
Clerical perception	Top one-third
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Bottom third

### ***Physical Demands***

Sedentary (up to 10 lbs)

### ***Physical Activities***

Reaching  
Using hands  
Using fingers  
Talking  
Hearing  
Seeing clearly up close

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*User Support Analyst Supervisor (032.132-010)*

Supervises and coordinates activities of workers who provide problem-solving support to computer users.

*Microcomputer Support Specialist (039.264-010)*

Installs, modifies, and makes minor repairs to microcomputer hardware and software systems and provides technical assistance and training to system users.

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**Sources:**      *Choices CT*© and the *Maine Economic Data Inventory*.

# **Social Worker**

## **(Medical and Psychiatric)**

### Occupational Profile for Maine

#### ***Job Description***

Provides services for people with mental or emotional problems in hospitals, clinics, or other medical centers. Provides individual and group therapy, outreach programs, crisis intervention, social rehabilitation, and training in skills for everyday living. Serves as a link between the patient, the psychiatric agency, and the community. Helps plan for supportive services to ease patients' return to the community. Gives help to families of patients. Keeps case records and prepares reports.

#### ***Wages***

Their average wage in Maine in 1997 was \$16.17 per hour. This would be equivalent to \$2,802 per month or \$33,633 per year, assuming a 40-hour week worked the year around.

#### ***Employment***

The estimated number of Social Workers (Medical and Psychiatric) employed in the area in 1996 was 1,225. It is projected that in 2006 there will be 1,712. This represents a growth rate of 39.8% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 68 openings per year. This does not, however, take into account how many workers will be competing for these openings.

#### ***Industry Sectors***

The industry that employed the largest number of Social Workers (Medical and Psychiatric) in the area in 1996 was Health Services, with 51% of the total employment for this occupation. The next largest industry for this occupation was Social Services, with 37% of employment. The third largest was Self-Employed, with 4%.

#### ***License/Certification***

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station, Gardiner Annex-Northern Avenue, Augusta, ME, 04333-0035, Tel 207-624-8603

#### ***Transferable Work Content Skills***

- Counseling and advising people (high level)
- Providing social services (high level)
- Planning and giving information and help (high level)
- Preparing case reports (high level)
- Operating computers to record and analyze social science data (high level)

#### ***Education***

Master's degree

A master's degree in social work (MSW) is generally required for positions in the mental health field and is almost always necessary for the supervisory, administrative, or research positions. Jobs in public agencies may also require an MSW. A doctorate in social work usually is required for teaching and for

some research and administrative jobs.

Related Education Programs: (by CIP – Classification of Instructional Program codes)

- 44.0701 Social Work
- 51.1501 Alcohol/Drug Abuse Counseling
- 51.1503 Clinical and Medical Social Work

### ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Middle third
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Bottom third
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Bottom third

### ***Physical Demands***

Sedentary (up to 10 lbs)

### ***Physical Activities***

Using hands  
Using fingers  
Talking  
Hearing  
Seeing clearly up close

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Counselor (045.107-010)*

Counsels individuals and provides group educational and vocational guidance services.

*Clinical Therapist (045.107-050)*

Counsels individuals or groups regarding psychological or emotional problems, such as stress, substance abuse, or family situations, using evaluative techniques, and develops and implements therapeutic treatment plan in medical setting.

*Counselor, Marriage and Family (045.107-054)*

Provides individual, marital, and family counseling services to adults and children, to assist clients to identify personal and interactive problems, and to achieve effective personal, marital, and family development and adjustment.

*Substance Abuse Counselor (045.107-058)*

Counsels and aids individuals and families requiring assistance dealing with substance abuse problems, such as alcohol or drug abuse.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*

# **Social Worker**

## **(Except Medical and Psychiatric)**

### Occupational Profile for Maine

#### ***Job Description***

Helps people deal with a wide range of problems. Counsels people. Helps them identify their concerns, consider solutions, and find resources. Talks with people to understand the issues that concern them, and plans ways to help them. Reviews eligibility requirements, fills out forms and applications, visits clients on a regular basis, and gives support during crises. Helps individuals and families cope with problems such as inadequate housing, unemployment, lack of job skills, financial mismanagement, serious illness, disability, substance abuse, unwanted pregnancy, or antisocial behavior. Works with families who have serious conflicts such as child or spousal abuse. Advises on child care, and places children in foster homes. Plans activities and services for children, teenagers, adults, and older persons. Provides information and referral services in many areas. Keeps records and prepares reports.

#### ***Wages***

Their average wage in Maine in 1997 was \$13.79 per hour. This would be equivalent to \$2,390 per month or \$28,683 per year, assuming a 40-hour week worked the year around.

#### ***Employment***

The estimated number of Social Workers (Except Medical and Psychiatric) employed in the area in 1996 was 2,210. It is projected that in 2006 there will be 2,809. This represents a growth rate of 27.1% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 94 openings per year. This does not, however, take into account how many workers will be competing for these openings.

#### ***Industry Sectors***

The industry that employed the largest number of Social Workers (Except Medical and Psychiatric) in the area in 1996 was Social Services, with 37% of the total employment for this occupation. The next largest industry for this occupation was State Government, with 34% of employment. The third largest was Health Services, with 10%.

#### ***License/Certification***

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station, Gardiner Annex-Northern Avenue, Augusta, ME, 04333-0035, Tel 207-624-8603

#### ***Transferable Work Content Skills***

- Counseling and advising people (high level)
- Providing social services (high level)
- Interpreting social science data (high level)
- Planning and giving information and help (high level)
- Preparing case reports (high level)
- Operating computers to record and analyze social science data (high level)

#### ***Education***

Bachelor's degree

A bachelor's degree is the minimum requirement for most positions. Besides the bachelor's degree in social work (BSW), undergraduate majors in psychology, sociology, and related fields satisfy hiring requirements in some agencies, especially small community agencies. A master's degree in social work (MSW) is generally required for positions in the health and mental health settings and is almost always necessary for the supervisory, administrative, or research positions. Jobs in public agencies may also require an MSW. College and university teaching positions and most research appointments normally require a doctorate in

social work.

Related Education Programs: (by CIP – Classification of Instructional Program codes)

- 44.0201 Community Organization, Resources and Services
- 44.0701 Social Work
- 51.1503 Clinical and Medical Social Work

## ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Middle third
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Bottom third
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Bottom third

## ***Physical Demands***

Sedentary (up to 10 lbs)

## ***Physical Activities***

Talking  
Hearing  
Seeing clearly up close

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Caseworker (195.107-010)*

Counsels and aids individuals and families requiring assistance of social service agency.

*Social Group Worker (195.107-022)*

Develops program content, organizes, and leads activities planned to enhance social development of individual members and accomplishment of group goals.

*Social Worker, Delinquency Prevention (195.107-026)*

Works through community action programs to ameliorate social conditions tending to cause juvenile delinquency and provides counseling and guidance to juveniles.

*Casework Supervisor (195.137-010)*

Supervises and coordinates activities of social-service-agency staff and volunteers, and students of school of social work.

*Community Organization Worker (195.167-010)*

Plans, organizes, and coordinates programs with agencies and groups concerned with social problems of community.

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**Sources:** *Choices CT© and the Maine Economic Data Inventory.*



# Residential Counselor

## Occupational Profile for Maine

### *Job Description*

Coordinates the activities of residents in care and treatment institutions, boarding schools, college dormitories, college fraternity and sorority houses, children homes, and similar facilities. Counsels residents, either individually or in groups. Helps people define and solve social, personal, educational, and other problems. Develops, or helps develop, program plans for individuals and groups. Assigns rooms. Maintains household records. Orders supplies. Determines the need for maintenance, repairs, and furnishings for the residence.

### *Wages*

Their average wage in Maine in 1997 was \$8.20 per hour. This would be equivalent to \$1,421 per month or \$17,056 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Residential Counselors employed in the area in 1996 was 1,310. It is projected that in 2006 there will be 1,804. This represents a growth rate of 37.7% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 79 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Residential Counselors in the area in 1996 was Social Services, with 95% of the total employment for this occupation. The next largest industry for this occupation was Educational Services, with 4% of employment.

### *Transferable Work Content Skills*

- Counseling and advising people (high level)
- Providing social services (high level)
- Interviewing people to obtain information (high level)
- Providing personal care services (high level)
- Planning and giving information and help (high level)
- Ordering supplies (high level)
- Preparing and organizing numerical records (high level)

### *Education*

Bachelor's degree

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 20.0201 Child Care and Guidance Workers and Managers, General
- 20.0202 Child Care Provider/Assistant
- 20.0203 Child Care Services Manager

### *Aptitudes*

General learning ability                      Middle third - significant to this occupation

Verbal aptitude	Middle third - significant to this occupation
Numerical aptitude	Middle third
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Middle third - significant to this occupation
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Bottom third

### ***Physical Demands***

Sedentary (up to 10 lbs)

### ***Physical Activities***

Reaching  
Using hands  
Using fingers  
Talking  
Hearing

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Vocational Rehabilitation Counselor (045.107-042)*

Counsels handicapped individuals to provide vocational rehabilitation services.

*Medical Social Worker (195.107-030)*

Assists patients and their families with personal and environmental difficulties which predispose illness or interfere with obtaining maximum benefits from medical care.

*Psychiatric Social Worker (195.107-034)*

Provides psychiatric social work assistance to mentally or emotionally disturbed patients of hospitals, clinics, and other medical centers, and to their families, collaborating with psychiatric and allied team in diagnosis and treatment plans.

*Social Group Worker (195.107-022)*

Develops program content, organizes, and leads activities planned to enhance social development of individual members and accomplishment of group goals.

*Marriage and Family Counselor (045.107-054)*

Provides individual, marital, and family counseling services to adults and children, to assist clients to identify personal and interactive problems, and to achieve effective personal, marital, and family development and adjustment.

*Substance Abuse Counselor (045.107-058)*

Counsels and aids individuals and families requiring assistance dealing with substance abuse problems, such as alcohol or drug abuse.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*

# Human Service Worker

## Occupational Profile for Maine

### *Job Description*

Provides direct and indirect services to social service clients. Assesses clients' needs, and establishes their eligibility for benefits and services. Then helps clients get the information and services they need. Arranges transportation for clients or accompanies clients to group meal sites, adult daycare programs, or doctors' offices. Telephones or visits clients' homes to make sure the services are being received. Helps social group workers and case workers to develop and conduct programs that prevent problems related to substance abuse and human relationships. May recommend additional services. Keeps case records and prepares reports.

### *Wages*

Their average wage in Maine in 1997 was \$8.94 per hour. This would be equivalent to \$1,549 per month or \$18,595 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Human Service Workers employed in the area in 1996 was 1,423. It is projected that in 2006 there will be 2,343. This represents a growth rate of 64.7% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 118 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Human Service Workers in the area in 1996 was Social Services, with 75% of the total employment for this occupation. The next largest industry for this occupation was Health Services, with 15% of employment. The third largest was State Government, with 6%.

### *Transferable Work Content Skills*

- Providing social services (basic level)
- Giving information on events and procedures (basic level)
- Interviewing people to obtain information (basic level)
- Planning and giving information and help (basic level)
- Preparing case reports (basic level)
- Entering information on computer terminals (basic level)

### *Education*

1-2 years postsecondary training

While some employers hire high school graduates, most prefer applicants with some college preparation in human services, social work, or one of the social or behavioral sciences.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 20.0602 Elder Care Provider/Companion
- 20.0606 Homemaker's Aide
- 51.0301 Community Health Liaison

### *Aptitudes*

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Middle third - significant to this occupation
Numerical aptitude	Middle third
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Middle third - significant to this occupation
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Bottom third

### ***Physical Demands***

Light (10 lbs to 20 lbs)

### ***Physical Activities***

Talking  
Hearing  
Seeing clearly up close

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Group Worker (195.164-010)*

Organizes and leads groups, such as senior citizens, children, and street gangs, in activities that meet interests of individual members.

*Eligibility Worker (195.267-010)*

Interviews applicants or recipients to determine eligibility for public assistance.

*Case Aide (195.367-010)*

Performs community contact work on simpler aspects of programs or cases and assists in providing services to clients and family members, under close and regular supervision and tutorage of CASEWORKER (social ser.) 195.107-010 or CASEWORK SUPERVISOR (social ser.) 195.137-010. Assists in locating housing for displaced individuals and families. Monitors free, supplementary meal program administered by agencies for children and youth from low-income families to ensure cleanliness of facility and that eligibility guidelines are met for persons receiving meals. Assists elderly clients in preparation of forms, such as tax and rent refund forms. Accompanies elderly clients on visits to social, charitable, and government agencies to assist clients with their problems. Submits to and reviews reports and problems with superior. May be designated according to clients serviced as Senior Service Aide (social ser.); Youth Nutritional Monitor (social ser.).

*Management Aide (195.367-014)*

Aids residents of public and private housing projects and apartments in relocation and provides information concerning regulations, facilities, and services.

*Community Worker (195.367-018)*

Investigates problems of assigned community and of individuals disadvantaged because of income, age, or other economic or personal handicaps to determine needs.

*Food-Management Aide (195.367-022)*

Advises low-income family members how to plan, budget, shop, prepare balanced meals, and handle and store food, following prescribed standards.

*Social-Services Aide (195.367-034)*

Assists professional staff of public social service agency, performing any combination of following tasks.

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**Sources:** Choices CT© and the Maine Economic Data Inventory.

# Religious Activities and Education Director

## Occupational Profile for Maine

### *Job Description*

Provides support of ministers of religion or to a religious community. Directs and coordinates the activities and education programs of religious groups. Provides group and individual counseling about marital, health, financial, and spiritual problems. Assists at services of public worship and religious rites. May administer programs that provide food, clothing, and shelter to the needy. May direct religious activities of students.

### *Wages*

Their average wage in the United States in 1997 was \$12.33 per hour. This would be equivalent to \$2,137 per month or \$25,646 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Religious Activities & Education Directors employed in the area in 1996 was 370. It is projected that in 2006 there will be 494. This represents a growth rate of 33.5% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 19 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Religious Activities & Education Directors in the area in 1996 was Membership Organizations, with 100% of the total employment for this occupation.

### *Transferable Work Content Skills*

Counseling and advising people (high level)  
Teaching education and training programs (high level)  
Managing and directing people and programs (high level)  
Planning education and training programs (high level)  
Planning and giving information and help (high level)  
Preparing educational materials (high level)

### *Education*

Bachelor's degree

Related Education Programs (by CIP – Classification of Instructional Program codes)  
- 39.0401 Religious Education

### *Aptitudes*

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Middle third
Spatial perception	Middle third

Form perception	Bottom third
Clerical perception	Middle third
Eye-hand coordination	Bottom 10%
Finger dexterity	Bottom 10%
Manual dexterity	Bottom 10%

### ***Physical Demands***

Sedentary (up to 10 lbs)

### ***Physical Activities***

Reaching

Using hands

Using fingers

Talking

Hearing

Seeing clearly up close

Focusing eyes

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Director, Religious Education (129.107-022)*

Plans, organizes, and directs religious education program designed to promote religious education among congregation membership and counsels members concerning personal problems.

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**Sources:**      *Choices CT*© and the *Maine Economic Data Inventory*.

# Teacher-Elementary School

## Occupational Profile for Maine

### *Job Description*

Teaches kindergarten and elementary school students academic, social, and physical skills. Plans teaching activities, including interactive discussions and "hands-on" learning experiences. Uses games, music, art work, films, computers, and other teaching technology to teach basic skills. Assigns lessons, prepares and gives tests, listens to oral presentations, and maintains classroom discipline. Observes and evaluates a student's performance and potential. May use new assessment methods to measure student achievement, such as examining a portfolio of work and writing. Grades papers, prepares report cards, and supervises extracurricular activities. Meets with parents and school staff to discuss a student's academic progress. May use computers to record grades and for other administrative and clerical duties. Participates in education conferences and workshops.

### *Wages*

Their average wage in Maine in 1997 was \$32,620 per year.

### *Employment*

The estimated number of Teachers-Elementary School employed in the area in 1996 was 12,778. It is projected that in 2006 there will be 13,220. This represents a growth rate of 3.5% over this period, slower than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 288 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Teachers-Elementary School in the area in 1996 was Educational Services, with 99% of the total employment for this occupation.

### *License/Certification*

Department of Education, Division of Certification and Placement, 23 State House Station, Augusta Complex, Augusta, ME, 04333-0023, Tel 207-287-5944

### *Transferable Work Content Skills*

- Counseling and advising people (high level)
- Teaching education and training programs (high level)
- Reviewing and evaluating educational materials (high level)
- Preparing and maintaining work logs and reports (high level)
- Evaluating student work and performance (high level)
- Preparing educational materials (high level)
- Working as a member of an education team (high level)

### *Education*

Bachelor's degree

All 50 States and the District of Columbia require public school teachers to be licensed. Licensure is not required for teachers in private schools. Usually licensure is granted by the State board of education

or a licensure advisory committee. Requirements for regular licenses vary by State. However, all States require a bachelor's degree and completion of an approved teacher training program with a prescribed number of subject and education credits and supervised practice teaching. Some States require teachers to obtain a master's degree in education, which involves at least 1 year of additional coursework beyond the bachelor's degree with a specialization in a particular subject.

Related Education Programs: (by CIP – Classification of Instructional Program codes)

- 13.0101 Education, General
- 13.1202 Elementary Teacher Education
- certification required

### ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Middle third
Spatial perception	Middle third
Form perception	Middle third
Clerical perception	Top one-third - significant to this occupation
Eye-hand coordination	Middle third
Finger dexterity	Middle third
Manual dexterity	Middle third

### ***Physical Demands***

Light (10 lbs to 20 lbs)

### ***Physical Activities***

Reaching  
Using hands  
Talking  
Hearing  
Seeing clearly up close  
Seeing clearly at a distance  
Using field of vision  
Walking

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Children's Tutor (099.227-010)*

Cares for children in private home, overseeing their recreation, diet, health, and deportment.

*Teacher (099.227-038)*

Teaches classes, presents lectures, conducts workshops, and participates in other activities to further educational program of museum, zoo, or similar institution.

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**Sources:**      *Choices CT*© and the *Maine Economic Data Inventory*.



## **Teacher-Secondary School**

### **Occupational Profile for Maine**

#### ***Job Description***

Works in middle, junior high, and high schools. Instructs students in specific subjects such as English, Math, Social Studies, or Science. Some teach courses to prepare students for specific jobs. Develops teaching plans, assigns lessons, prepares and gives tests, listens to oral presentations, and maintains classroom discipline. Uses teaching aids, such as computers, video tapes, video disks, cameras, telecommunications systems, tape recorders, films, and other equipment in conducting classes. May work with students in computer labs that are dedicated to math, English, writing, and other academic subjects. Also supervises study halls, homerooms, and extracurricular activities. May use computers to record grades and for other administrative and clerical duties. Participates in education conferences and workshops.

#### ***Wages***

Their average wage in Maine in 1997 was \$31,750 per year.

#### ***Employment***

The estimated number of Teachers-Secondary School employed in the area in 1996 was 5,885. It is projected that in 2006 there will be 6,086. This represents a growth rate of 3.4% over this period, slower than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 195 openings per year. This does not, however, take into account how many workers will be competing for these openings.

#### ***Industry Sectors***

The industry that employed the largest number of Teachers-Secondary School in the area in 1996 was Educational Services, with 100% of the total employment for this occupation.

#### ***License/Certification***

Department of Education, Division of Certification and Placement, 23 State House Station, Augusta Complex, Augusta, ME, 04333-0023, Tel 207-287-5944

#### ***Transferable Work Content Skills***

- Counseling and advising people (high level)
- Teaching education and training programs (high level)
- Reviewing and evaluating educational materials (high level)
- Preparing and maintaining work logs and reports (high level)
- Evaluating student work and performance (high level)
- Preparing educational materials (high level)
- Working as a member of an education team (high level)

#### ***Education***

Bachelor's degree

All 50 States and the District of Columbia require public school teachers to be licensed. Licensure is not required for teachers in private schools. Usually licensure is granted by the State board of education or a licensure advisory committee. Requirements for regular licenses vary by State. However, all States require a bachelor's degree and completion of an approved teacher training program with a prescribed number of subject and education credits and supervised practice teaching. Some States require teachers to obtain a master's degree in education, which involves at least 1 year of additional coursework beyond the bachelor's degree with a specialization in a particular subject.

Related Education Programs: (by CIP – Classification of Instructional Program codes)  
- 13.0101 Education, General

- 13.1203 Junior High/Intermediate/Middle School Teacher Education
- 13.1205 Secondary Teacher Education
- 13.1302 Art Teacher Education
- 13.1304 Driver and Safety Teacher Education
- 13.1305 English Teacher Education
- 13.1306 Foreign Languages Teacher Education
- 13.1307 Health Teacher Education
- 13.1309 Technology Teacher Education/Industrial Arts Teacher Education
- 13.1310 Mkt. Op. Teacher Education/Marketing & Distribution Teacher Educ
- 13.1311 Mathematics Teacher Education
- 13.1312 Music Teacher Education
- 13.1314 Physical Education Teaching and Coaching
- 13.1315 Reading Teacher Education
- 13.1316 Science Teacher Education, General
- 13.1317 Social Science Teacher Education
- 13.1321 Computer Teacher Education
- 13.1399 Teacher Education, Specific Academic and Vocational Programs
- certification required

## ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Middle third
Spatial perception	Top one-third
Form perception	Top one-third - significant to this occupation
Clerical perception	Top one-third - significant to this occupation
Eye-hand coordination	Middle third
Finger dexterity	Middle third
Manual dexterity	Middle third

## ***Physical Demands***

Light (10 lbs to 20 lbs)

## ***Physical Activities***

Reaching  
Using hands  
Talking  
Hearing  
Seeing clearly up close

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Teacher, Industrial Arts (091.221-010)*

Teaches students basic techniques and assists in development of manipulative skills in industrial arts courses in secondary schools.

*Instructor, Physical Education (099.224-010)*

Instructs students in physical education activities in educational institution.

*Tutor (099.227-034)*

Teaches academic subjects, such as English, mathematics, and foreign languages to pupils requiring private instruction, adapting curriculum to meet individual's needs. May teach in pupil's home.

*Teacher, Resource (099.227-042)*

Teaches basic academic subjects to students requiring remedial work, using special help programs to improve scholastic level.

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**Sources:** Choices CT© and the Maine Economic Data Inventory.

# Instructor-Nonvocational Education

## Occupational Profile for Maine

### *Job Description*

Lectures in classrooms and gives students hands-on experience. Demonstrates techniques and evaluates students' work. Prepares lessons and assignments, grades papers, and does related paperwork. Attends faculty and professional meetings, and stays abreast of developments in their field. May work in four main areas of adult education - vocational-technical, adult remedial, adult continuing, and pre- baccalaureate training. May provide instruction for occupations that do not require a college degree. May help people update their job skills or adapt to technological advances. May give instruction in basic education courses for school dropouts. May prepare students to pursue a four-year degree while teaching at a junior college. May teach courses that students take for personal enrichment. Often uses computers to keep records and prepare reports.

### *Wages*

Their average wage in Maine in 1997 was \$11.28 per hour. This would be equivalent to \$1,955 per month or \$23,462 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Instructors-Nonvocational Education employed in the area in 1996 was 1,825. It is projected that in 2006 there will be 2,331. This represents a growth rate of 27.7% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 68 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Instructors-Nonvocational Education in the area in 1996 was Self-Employed, with 54% of the total employment for this occupation. The next largest industry for this occupation was Educational Services, with 24% of employment. The third largest was Educational Services, with 17%.

### *License/Certification*

Department of Education, Division of Certification and Placement, 23 State House Station, Augusta Complex, Augusta, ME, 04333-0023, Tel 207-287-5944

State Department, Bureau of Motor Vehicles, 29 State House Station, 101 Hospital Street, Augusta, ME, 04333-0084, Tel 207-624-9156

### *Transferable Work Content Skills*

- Counseling and advising people (high level)
- Teaching education and training programs (high level)
- Giving information on events and procedures (high level)
- Reviewing and evaluating educational materials (high level)
- Evaluating student work and performance (high level)
- Preparing educational materials (high level)
- Working as a member of an education team (high level)

### *Education*

Bachelor's degree

Training requirements vary widely by State and by subject. In general, teachers need work or other experience in their field, and a license or certificate in fields where these are usually required for full professional status. Most states require adult basic education teachers to have a bachelor's degree from an approved teacher training program, and some require teacher certification.

Related Education Programs: (by CIP – Classification of Instructional Program codes)

- 13.1201 Adult and Continuing Teacher Education
- 13.1401 Teaching English as a Second Language/Foreign Language
- license required

## ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Bottom third
Spatial perception	Middle third
Form perception	Middle third
Clerical perception	Bottom third
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Middle third

## ***Physical Demands***

Light (10 lbs to 20 lbs)

## ***Physical Activities***

Reaching  
Using hands  
Using fingers  
Talking  
Hearing  
Seeing clearly up close  
Judging depth and distance

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Instructor, Flying II (097.227-010)*

Instructs student pilots in flight procedures and techniques and in ground school courses.

*Instructor, Driving (099.223-010)*

Instructs individuals and groups in theory and application of automobile driving skills.

*Teacher, Adventure Education (099.224-014)*

Instructs and leads students in variety of stressful and challenging activities, such as rock climbing, canoeing, spelunking, and skiing to build student confidence and promote physical, mental, and social development.

*Instructor, Modeling (099.227-026)*

Instructs individuals and groups in techniques and methods of self-improvement, utilizing principles of modeling, such as visual poise, wardrobe coordination, and cosmetic application.

*Teacher, Art (149.021-010)*

Instructs pupils in art, such as painting, sketching, designing, and sculpturing.

*Teacher, Drama (150.027-014)*

Teaches acting principles and techniques to individuals or groups.

*Instructor, Dancing (151.027-014)*

Instructs pupils in ballet, ballroom, tap, and other forms of dancing.

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**Sources:** Choices CT© and the Maine Economic Data Inventory.

# Instructor and Coach- Sports and Physical Training

## Occupational Profile for Maine

### *Job Description*

Analyzes performance and instructs athletes in game strategies and techniques. Prepares athletes for competition. Coaches players individually or in groups. Demonstrates techniques. Oversees the daily practice of players. Determines strategy during game and calls plays.

### *Wages*

Their average wage in Maine in 1997 was \$9.84 per hour. This would be equivalent to \$1,705 per month or \$20,467 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Instructors & Coaches-Sports, Physical Training employed in the area in 1996 was 2,153. It is projected that in 2006 there will be 2,663. This represents a growth rate of 23.7% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 71 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Instructors & Coaches-Sports, Physical Training in the area in 1996 was Educational Services, with 49% of the total employment for this occupation. The next largest industry for this occupation was Amusement & Recreation Services, with 31% of employment. The third largest was Membership Organizations, with 12%.

### *Transferable Work Content Skills*

- Teaching education and training programs (high level)
- Managing and directing people and programs (high level)
- Giving information on events and procedures (high level)
- Providing recreation and entertainment activities (high level)
- Planning education and training programs (high level)
- Planning recreation and entertainment activities (high level)

### *Education*

High school preferred, plus long term, on-the-job training

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 13.1314 Physical Education Teaching and Coaching
- 31.0501 Health and Physical Education, General

### *Aptitudes*

- |                          |  |
|--------------------------|--|
| General learning ability | Top one-third - significant to this occupation |
| Verbal aptitude          | Top one-third - significant to this occupation |
| Numerical aptitude       | Middle third                                   |

Spatial perception	Middle third
Form perception	Middle third
Clerical perception	Bottom third
Eye-hand coordination	Middle third - significant to this occupation
Finger dexterity	Bottom third
Manual dexterity	Middle third

### ***Physical Demands***

Light (10 lbs to 20 lbs)

### ***Physical Activities***

Reaching  
Using hands  
Using fingers  
Talking  
Hearing  
Seeing clearly up close  
Seeing clearly at a distance  
Using field of vision  
Walking

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Head Coach (153.117-010)*

Plans and directs training and recommends acquisition or trade of players for professional athletic team.

*Instructor, Physical (153.227-014)*

Teaches individuals or groups beginning or advanced calisthenics, gymnastics, and reducing or corrective exercises, in private health club or gymnasium, evaluating abilities of individual to determine suitable training program.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*

# Farm and Home Management Advisor

## Occupational Profile for Maine

### *Job Description*

Advises on farm or home management practices. Advises, instructs, and helps individuals and families engaged in agriculture and related processes. Applies research findings and procedures to solve agricultural problems. Gives instruction and training in the development and sale of agricultural products. Gives advice on the use of farm machinery and equipment. Agricultural agent helps farmers with problems such as soil erosion and crop rotation. Home Economist provides information on budget planning and consumer education.

### *Wages*

Their average wage in the United States in 1997 was \$17.95 per hour. This would be equivalent to \$3,112 per month or \$37,350 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Farm & Home Management Advisors employed in the area in 1996 was 227. It is projected that in 2006 there will be 290. This represents a growth rate of 27.8% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 8 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Farm & Home Management Advisors in the area in 1996 was Private Households/Self-Employed, with 15% of the total employment for this occupation. The next largest industry for this occupation was Agricultural Production-crops, with 3% of employment.

### *Transferable Work Content Skills*

- Raising or capturing fish or animals (high level)
- Growing and harvesting plants (high level)
- Counseling and advising people (high level)
- Teaching education and training programs (high level)
- Giving information on events and procedures (high level)

### *Education*

- Bachelor's degree
- Related Education Programs (by CIP – Classification of Instructional Program codes)
  - 01.0104 Farm and Ranch Management
  - 01.0301 Agricultural Production Workers and Managers, General
  - 01.0302 Agricultural Animal Husbandry and Production Management
  - 01.0304 Crop Production Operations and Management
  - 01.0399 Agricultural Production Workers and Managers, Other
  - 02.0102 Agricultural Extension
  - 02.0201 Animal Sciences, General
  - 02.0204 Agricultural Animal Nutrition

### *Aptitudes*

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Middle third
Spatial perception	Middle third
Form perception	Middle third
Clerical perception	Middle third - significant to this occupation
Eye-hand coordination	Bottom third
Finger dexterity	Middle third
Manual dexterity	Middle third

## ***Physical Demands***

Light (10 lbs to 20 lbs)

## ***Physical Activities***

Reaching  
Using hands  
Using fingers  
Talking  
Hearing  
Seeing clearly up close  
Focusing eyes

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*County Home-Demonstration Agent (096.121-010)*

Develops, organizes, and conducts programs for individuals in rural communities to improve farm and family life.

*Home Economist (096.121-014)*

Organizes and conducts consumer education service or research program for equipment, food, textile, or utility company, utilizing principles of home economics.

*County-Agricultural Agent (096.127-010)*

Organizes and conducts cooperative extension program to advise and instruct farmers and individuals engaged in agri-business in applications of agricultural research findings.

*Extension Service Specialist (096.127-014)*

Instructs extension workers and develops specialized service activities in area of agriculture or home economics.

*Feed and Farm Management Adviser (096.127-018)*

Instructs farmers and retail grain and feed-store customers in modern and scientific feed and farm management techniques.

*Four-H Club Agent (096.127-022)*

Organizes and directs educational projects and activities of 4-H Club.

*Home-Service Director (096.161-010)*

Plans, coordinates, and directs consumer education service or research program for equipment, food, or utility company to promote goodwill and sale of products or services.

*District Extension Service Agent (096.167-010)*

Directs and coordinates activities of workers engaged in agricultural or home economics services of agricultural extension program within group of counties.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*



## Physician and Surgeon Occupational Profile for Maine

### Job Description

A *Physician* diagnoses illnesses, and prescribes and administers treatment for people suffering from injury or disease. Examines patients and takes medical histories. Orders, performs, and interprets diagnostic tests. Advises patients on how to prevent disease and keep fit through exercise, hygiene, diet, and preventive health care. May be a member of a team that coordinates care for a group of patients. May specialize in a certain field of medicine. May refer patients to other medical specialists. Usually works in offices and in hospitals, but may work with patients in nursing homes and other facilities. May also do research or teach in medical schools. A few write and edit medical books. A *Surgeon* also performs surgery to correct problems, repair injuries, and prevent diseases. Examines patients to make sure surgery is necessary. Assesses patients' diseases or disorders to determine appropriate surgical procedures. Performs and supervises surgery to correct physical problems and to repair injuries.

### Wages

Their average wage in Maine in 1997 was \$53.08 per hour. This would be equivalent to \$9,200 per month or \$110,406 per year, assuming a 40-hour week worked the year around.

### Employment

The estimated number of Physicians and Surgeons employed in the area in 1996 was 2,432. It is projected that in 2006 there will be 2,884. This represents a growth rate of 18.6% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 79 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### Industry Sectors

The industry that employed the largest number of Physicians and Surgeons in the area in 1996 was Health Services, with 70% of the total employment for this occupation. The next largest industry for this occupation was Self-Employed, with 24% of employment. The third largest was Federal Government, with 2%.

### License/Certification

Board of Registration of Medicine, 137 State House Station, Augusta, ME, 04333, Tel 207-287-3601

### Transferable Work Content Skills

- Using medical or dental instruments to treat patients (high level)
- Diagnosing diseases and disorders (high level)
- Instructing people on health care (high level)
- Treating physical or mental problems (high level)
- Planning and arranging health care treatments (high level)
- Observing and analyzing physical problems (high level)

### Education

First professional degree

It takes many years of education and training to become a physician; 4 years of undergraduate school, 4 years of medical school, and 3 to 8 years of internship and residency, depending on the specialty selected. A few medical schools offer a combined undergraduate and medical school program that lasts 6 years instead of the customary 8 years. All States, the District of Columbia, and U.S. territories license physicians. To be licensed, physicians must graduate from an accredited medical school, pass a licensing examination, and complete 1 to 7 years of graduate medical education. Related Education Programs: (by CIP – Classification of Instructional Program codes)

51.1201 Medicine (M.D.)

51.2902 Allergies and Immunology Residency

51.2912 Critical Care Surgery Residency

51.2903 Anesthesiology Residency

51.2905 Cardiology Residency	51.2913 Dermatology Residency
51.2915 Diagnostic Radiology Residency	51.2916 Emergency Medicine Residency
51.2918 Family Medicine Residency	51.2921 General Surgery Residency
51.2922 Geriatric Medicine Residency	51.2923 Hand Surgery Residency
51.2924 Hematology Residency	51.2927 Infectious Disease Residency
51.2928 Internal Medicine Residency	51.2929 Laboratory Medicine Residency
51.2931 Neonatal-Perinatal Medicine Residency	51.2933 Neurological Surgery/Neurosurgery Residency
51.2934 Neurology Residency	51.2938 Obstetrics and Gynecology Residency
51.2940 Oncology Residency	51.2941 Ophthalmology Residency
51.2942 Orthopedics/Orthopedic Surgery Residency	51.2944 Pathology Residency
51.2950 Pediatric Surgery Residency	51.2951 Pediatrics Residency
51.2952 Physical and Rehabilitation Medicine Residency	51.2953 Plastic Surgery Residency
51.2954 Preventive Medicine Residency	51.2955 Psychiatry Residency
51.2956 Public Health Medicine Residency	51.2957 Pulmonary Disease Residency
51.2958 Radiation Oncology Residency	51.2959 Radioisotopic Pathology Residency
51.2960 Rheumatology Residency	51.2962 Thoracic Surgery Residency
51.2963 Urology Residency	51.2964 Vascular Surgery Residency
51.2999 Medical Residency Programs, Other	- medical license required

## ***Aptitudes***

General learning ability	Top 10% - significant to this occupation
Verbal aptitude	Top 10% - significant to this occupation
Numerical aptitude	Top one-third - significant to this occupation
Spatial perception	Top 10% - significant to this occupation
Form perception	Top 10% - significant to this occupation
Clerical perception	Top one-third
Eye-hand coordination	Top one-third - significant to this occupation
Finger dexterity	Top 10% - significant to this occupation
Manual dexterity	Top one-third - significant to this occupation

## ***Physical Demands***

Light (10 lbs to 20 lbs)

## ***Physical Activities***

Using hands, fingers and fingertips to feel  
 Standing for long periods  
 Talking and hearing  
 Seeing clearly up close, focusing eyes and seeing color differences

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Anesthesiologist (070.101-010)* -- Administers anesthetics to render patients insensible to pain during surgical, obstetrical, and other medical procedures.

*Cardiologist (070.101-014)* -- Diagnoses and treats diseases of heart and its functions.

*Family Practitioner (070.101-026)* -- Provides comprehensive medical services for members of family, regardless of age or sex, on continuing basis.

*Gynecologist (070.101-034)* -- Diagnoses and treats diseases and disorders of female genital, urinary, and rectal organs.

*Internist (070.101-042)* -- Diagnoses and treats diseases and injuries of human internal organ systems.

*Neurologist (070.101-050)* -- Diagnoses and treats organic diseases and disorders of nervous system.

*Obstetrician (070.101-054)* -- Treats women during prenatal, natal, and postnatal periods.

*Pediatrician (070.101-066)* -- Plans and carries out medical care program for children from birth through adolescence to aid in mental and physical growth and development.

*Psychiatrist (070.107-014)* -- Diagnoses and treats patients with mental, emotional, and behavioral disorders.

**Sources:** Choices CT© and the Maine Economic Data Inventory.

# Respiratory Therapist

## Occupational Profile for Maine

### *Job Description*

Evaluates, treats, and cares for patients with breathing disorders. Provides temporary relief to patients with chronic asthma or emphysema and emergency care for heart failure, stroke, drowning, or shock victims. Tests the capacity of the lungs, Has patients breathe into an instrument that measures the volume and flow of air while inhaling and exhaling. Draws blood samples, places it in a blood gas analyzer, and gives the results to a doctor. Connects patients to ventilators. May place an oxygen mask or nasal cannula on a patient, and set the oxygen flow. Regularly checks on patients and equipment. Teaches patients and their families how to use ventilators and other life support systems. Keeps records of materials used and charges to patients.

### *Wages*

Their average wage in Maine in 1997 was \$15.38 per hour. This would be equivalent to \$2,665 per month or \$31,990 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Respiratory Therapists employed in the area in 1996 was 345. It is projected that in 2006 there will be 518. This represents a growth rate of 50.1% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 21 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Respiratory Therapists in the area in 1996 was Health Services, with 96% of the total employment for this occupation. The next largest industry for this occupation was Social Services, with 2% of employment. The third largest was Federal Government, with less than 1%.

### *License/Certification*

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station, Gardiner Annex-Northern Avenue, Augusta, ME, 04333-0035, Tel 207-624-8603

### *Transferable Work Content Skills*

- Operating medical diagnostic equipment (medium level)
- Explaining health care and treatments to patients (medium level)
- Treating physical or mental problems (medium level)
- Working as a member of a health services team (medium level)
- Planning and arranging health care treatments (medium level)
- Collecting and recording medical information (medium level)

### *Education*

Associate's degree

Formal training is necessary for entry to this field. Training is offered at the postsecondary level by hospitals, medical schools, colleges and universities, trade schools, vocational-technical institutes, and the Armed Forces.

Formal training programs vary in length and in the credential or degree awarded. Most of the CAAHEP-accredited therapist programs last 2 years and lead to an associate degree. Some, however, are 4-year programs that lead to a bachelor's degree. Technician programs last about 1 year, and graduates are awarded certificates.

Related Education Programs: (by CIP – Classification of Instructional Program codes)

- 51.0908 Respiratory Therapy Technician
- certification available
- accredited by CAAHEP

### ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Middle third
Numerical aptitude	Middle third
Spatial perception	Middle third
Form perception	Middle third
Clerical perception	Middle third
Eye-hand coordination	Middle third
Finger dexterity	Middle third
Manual dexterity	Top one-third - significant to this occupation

### ***Physical Demands***

Medium (20 lbs to 50 lbs)

### ***Physical Activities***

Lifting  
Carrying  
Reaching  
Using hands  
Using fingers  
Talking  
Hearing  
Seeing clearly up close

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Pulmonary-Function Technician (078.262-010)*

Performs pulmonary-function, lung-capacity, diffusion capacity, and blood-and-oxygen tests to gather data for use by physician in diagnosis and treatment of pulmonary disorders.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*

# Occupational Therapist

## Occupational Profile for Maine

### *Job Description*

Helps people with mentally, physically, developmentally, or emotionally disabling conditions to develop, recover, or maintain daily living and work skills. Helps patients have productive, independent, and satisfying life styles. Plans and directs educational, vocational, and recreational activities. Helps patients in performing activities of all kinds, ranging from using a computer to caring for their daily needs, such as dressing, cooking, and eating. Teaches skills and the use of tools to restore clients' movement and coordination. Tests the abilities of patients, sets goals for them, and plans therapy programs. Also plans and directs games and other activities. Keeps records of a patient's activities and progress. May use computer programs designed to help patients improve decision making, reasoning, and problem solving skills. May design special adaptive equipment to aid clients. May teach or do consulting work.

### *Wages*

Their average wage in Maine in 1997 was \$19.37 per hour. This would be equivalent to \$3,357 per month or \$40,290 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Occupational Therapists employed in the area in 1996 was 257. It is projected that in 2006 there will be 352. This represents a growth rate of 37.0% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 13 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Occupational Therapists in the area in 1996 was Health Services, with 74% of the total employment for this occupation. The next largest industry for this occupation was Private Households/Self-employed, with 8% of employment. The third largest was State Government, with 1%.

### *License/Certification*

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station, Gardiner Annex-Northern Avenue, Augusta ME, 04333-0035, Tel 207-624-8603

### *Transferable Work Content Skills*

- Instructing people on health care (high level)
- Treating physical or mental problems (high level)
- Working as a member of a health services team (high level)
- Planning recreation and entertainment activities (high level)
- Planning and arranging health care treatments (high level)

### *Education*

Bachelor's degree

A bachelor's degree in occupational therapy is the minimal requirement for entry into this field. All

States, Puerto Rico, and the District of Columbia regulate occupational therapy. To obtain a license, applicants must graduate from an accredited educational program, and pass a national certification examination given by the National Board for Certification in Occupational Therapy (NBCOT).

Related Education Programs: (by CIP – Classification of Instructional Program codes)

- 51.2306 Occupational Therapy

- accredited through Accreditation Council for Occupational Therapy Education (ACOTE)

### ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Top one-third - significant to this occupation
Spatial perception	Middle third
Form perception	Middle third
Clerical perception	Middle third
Eye-hand coordination	Middle third
Finger dexterity	Middle third
Manual dexterity	Middle third

### ***Physical Demands***

Medium (20 lbs to 50 lbs)

### ***Physical Activities***

Lifting  
Reaching  
Using hands  
Using fingers  
Talking  
Hearing  
Seeing clearly up close  
Judging depth and distance  
Focusing eyes

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Manual-Arts Therapist (076.124-010)*

Instructs patients in prescribed manual arts activities to prevent anatomical and physiological deconditioning, and to assist in maintaining, improving, or developing work skills.

*Horticultural Therapist (076.124-018)*

Plans, coordinates, and conducts therapeutic gardening program to facilitate rehabilitation of physically and mentally handicapped patients.

*Industrial Therapist (076.167-010)*

Arranges salaried, productive employment in actual work environment for mentally ill patients, to enable patients to perform medically prescribed work activities, and to motivate and prepare patients to resume employment outside hospital environment.

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**Sources:** *Choices CT*© and the *Maine Economic Data Inventory*.

# Physical Therapist

## Occupational Profile for Maine

### *Job Description*

Improves mobility, relieves the pain, and prevents or limits the permanent physical disabilities of patients suffering from injuries or disease. Evaluates patients' medical history; tests and measures their strength, range of motion, and ability to function; and develops written treatment plans. Describes the treatments to be provided, their purpose, and their anticipated outcomes. Provides treatments, such as passive exercise, electrical stimulation, traction, and deep massage. Teaches patients to use crutches, wheelchairs, and prostheses. Documents progress, conducts periodic re-evaluations, and modifies treatments when necessary.

### *Wages*

Their average wage in Maine in 1997 was \$21.77 per hour. This would be equivalent to \$3,773 per month or \$45,281 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Physical Therapists employed in the area in 1996 was 573. It is projected that in 2006 there will be 951. This represents a growth rate of 66.0% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 44 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Physical Therapists in the area in 1996 was Health Services, with 83% of the total employment for this occupation. The next largest industry for this occupation was Self-Employed, with 10% of employment. The third largest was Social Services with 4%.

### *License/Certification*

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station, Gardiner Annex-Northern Avenue, Augusta, ME, 04333-0035, Tel 207-624-8603

### *Transferable Work Content Skills*

- Operating medical diagnostic equipment (high level)
- Instructing people on health care (high level)
- Treating physical or mental problems (high level)
- Working as a member of a health services team (high level)
- Planning and arranging health care treatments (high level)

### *Education*

Bachelor's degree

All States require physical therapists to pass a licensure exam after graduating from an accredited physical therapy program. Individuals who have a 4-year degree in a related field, such as genetics or biology, and want to be a physical therapist, should enroll in a master's level physical therapy program. By the year 2001, all accredited physical therapy programs will be at the master's degree level and above.

Related Education Programs: (by CIP – Classification of Instructional Program codes)

- 31.0505 Exercise Sciences/Physiology and Movement Studies
- 51.2304 Movement Therapy
- 51.2308 Physical Therapy
- license required

### ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Middle third
Spatial perception	Top one-third
Form perception	Top one-third - significant to this occupation
Clerical perception	Middle third
Eye-hand coordination	Top one-third
Finger dexterity	Top one-third - significant to this occupation
Manual dexterity	Top one-third - significant to this occupation

### ***Physical Demands***

Medium (20 lbs to 50 lbs)

### ***Physical Activities***

Lifting  
Carrying  
Pushing or pulling  
Reaching  
Using hands  
Using fingers  
Using fingertips to feel  
Talking  
Hearing  
Seeing clearly up close

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Exercise Physiologist (076.121-018)*

Develops, implements, and coordinates exercise programs and administers medical tests, under physician's supervision, to program participants to promote physical fitness.

*Physical-Integration Practitioner (076.264-010)*

Conducts physical integration program to improve client's muscular function and flexibility.

*Corrective Therapist (076.361-010)*

Provides medically prescribed program of physical exercises and activities designed to prevent muscular deterioration resulting from long convalescence or inactivity due to chronic illness.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*



## Registered Nurse

### Occupational Profile for Maine

#### *Job Description*

Cares for the sick and injured, and helps people stay well. Watches and records symptoms, reactions, and the progress of patients. Helps doctors during treatments and examinations. Gives medicine and drugs to patients according to doctors' orders. Instructs patients and their families in proper health care. May help patients during convalescence and rehabilitation. Provides nursing services in hospitals, doctors offices, and nursing homes. Some do research work or instruct students.

#### *Wages*

Their average wage in Maine in 1997 was \$17.63 per hour. This would be equivalent to \$3,055 per month or \$36,670 per year, assuming a 40-hour week worked the year around.

#### *Employment*

The estimated number of Registered Nurses employed in the area in 1996 was 10,559. It is projected that in 2006 there will be 12,993. This represents a growth rate of 23.1% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 389 openings per year. This does not, however, take into account how many workers will be competing for these openings.

#### *Industry Sectors*

The industry that employed the largest number of Registered Nurses in the area in 1996 was Health Services, with 83% of the total employment for this occupation. The next largest industry for this occupation was Business Services, with 3% of employment. The third largest was Educational Services, also with 3%.

#### *License/Certification*

Maine State Board of Nursing, 158 State House Station, 35 Anthony Avenue, Augusta, ME, 04333-0035, Tel 207-624-5275

#### *Transferable Work Content Skills*

- Giving injections, drugs, and other medications (high level)
- Explaining health care and treatments to patients (high level)
- Treating physical or mental problems (high level)
- Working as a member of a health services team (high level)
- Planning and arranging health care treatments (high level)
- Observing and analyzing physical problems (high level)
- Collecting and recording medical information (high level)
- Creating and using computerized medical records (high level)

#### *Education*

Associate's degree

In all States, students must graduate from a nursing program and pass a national licensing examination to obtain a nursing license.

There are three major educational paths to nursing: Associate degree (A.D.N.), diploma, and bachelor of science degree in nursing (B.S.N.). A.D.N. programs, offered by community and junior colleges, take about 2 years. B.S.N. programs, offered by colleges and universities, take 4 or 5 years. Diploma programs, given in hospitals, last 2 to 3 years. A bachelor's degree is generally necessary for administrative positions and is a prerequisite for admission to graduate nursing programs in research, consulting, teaching, or a clinical specialization.

Related Education Programs: (by CIP – Classification of Instructional Program codes)

- 51.1601 Nursing (R.N. Training)
- 51.1603 Nursing, Adult Health (Post-R.N.)
- 51.1604 Nursing Anesthetist (Post-R.N.)
- 51.1605 Nursing, Family Practice (Post-R.N.)
- 51.1606 Nursing, Maternal/Child Health (Post-R.N.)
- 51.1607 Nursing Midwifery (Post-R.N.)
- 51.1608 Nursing Science (Post-R.N.)

- 51.1609 Nursing, Pediatric (Post-R.N.)
- 51.1610 Nursing, Psychiatric/Mental Health (Post-R.N.)
- 51.1611 Nursing, Public Health (Post-R.N.)
- 51.1612 Nursing, Surgical (Post-R.N.)
- 51.1699 Nursing, Other
- license required

## ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Middle third
Spatial perception	Middle third
Form perception	Middle third
Clerical perception	Top one-third - significant to this occupation
Eye-hand coordination	Middle third
Finger dexterity	Middle third
Manual dexterity	Middle third

## ***Physical Demands***

Light (10 lbs to 20 lbs)

## ***Physical Activities***

Standing for long periods  
Reaching  
Using hands  
Using fingers  
Talking  
Hearing  
Seeing clearly up close  
Walking  
Seeing color differences

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Nurse, Consultant (075.127-014)*

Advises hospitals, schools of nursing, industrial organizations, and public health groups on problems related to nursing activities and health services.

*Nurse, Head (075.137-014)*

Supervises and coordinates nursing activities in hospital unit.

*Nurse Practitioner (075.264-010)*

Provides general medical care and treatment to patients in medical facility, such as clinic, health center, or public health agency, under direction of physician.

*Nurse Anesthetist (075.371-010)*

Administers local, inhalation, intravenous, and other anesthetics prescribed by ANESTHESIOLOGIST (medical ser.) 070.101-010 to induce total or partial loss of sensation or consciousness in patients during surgery, deliveries, or other medical and dental procedures.

*Nurse, Office (075.374-014)*

Cares for and treats patients in medical office, as directed by physician.

*Nurse, Private Duty (075.374-018)*

Contracts independently to render nursing care, usually to one patient, in hospital or private home.

*Corrective Therapist (076.361-010)*

Provides medically prescribed program of physical exercises and activities designed to prevent muscular deterioration resulting from long convalescence or inactivity due to chronic illness.

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**Sources:** Choices CT© and the Maine Economic Data Inventory.

# Licensed Practical Nurse

## Occupational Profile for Maine

### *Job Description*

Helps care for sick, injured, and handicapped people in hospitals, clinics, doctor's offices, and private homes. Works under the direction of doctors and registered nurses, to provide bedside patient care, and helps examine and treat patients. Bathes, dresses, and gives medicines. Feeds patients, and records their food and liquid intake and output. Observes patients, and reports adverse reactions to medicine or treatment. Also tries to make patients comfortable and cheer them up. May collect samples from patients for testing. In a doctor's office may set appointments, record medical information, and perform other clerical tasks.

### *Wages*

Their average wage in Maine in 1997 was \$11.92 per hour. This would be equivalent to \$2,066 per month or \$24,793 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Licensed Practical Nurses employed in the area in 1996 was 3,252. It is projected that in 2006 there will be 3,779. This represents a growth rate of 16.2% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 122 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Licensed Practical Nurses in the area in 1996 was Health Services, with 81% of the total employment for this occupation. The next largest industry for this occupation was Business Services, with 8% of employment. The third largest was Social Services, with 4%.

### *License/Certification*

Maine State Board of Nursing, 158 State House Station, 35 Anthony Avenue, Augusta, ME, 04333-0035, Tel 207-624-5275

### *Transferable Work Content Skills*

- Giving injections, drugs, and other medications (medium level)
- Explaining health care and treatments to patients (medium level)
- Treating physical or mental problems (medium level)
- Providing health care support services (medium level)
- Following spoken instructions (medium level)
- Working as a member of a health services team (medium level)
- Collecting and recording medical information (medium level)
- Creating and using computerized medical records (medium level)

### *Education*

1-2 years postsecondary training

All States require L.P.N.'s to pass a licensing examination after completing a State approved practical nursing program. A high school diploma is usually required for entry, but some programs accept people without a diploma. Most practical nursing programs last about 1 year and include both classroom study and supervised clinical practice.

Related Education Programs: (by CIP – Classification of Instructional Program codes)

- 51.1613 Practical Nurse (L.P.N. Training)
- license required

### ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Middle third - significant to this occupation
Numerical aptitude	Bottom third
Spatial perception	Middle third
Form perception	Middle third
Clerical perception	Middle third
Eye-hand coordination	Middle third
Finger dexterity	Middle third
Manual dexterity	Middle third - significant to this occupation

### ***Physical Demands***

Medium (20 lbs to 50 lbs)

### ***Physical Activities***

Lifting  
Pushing or pulling  
Stooping  
Standing for long periods  
Reaching  
Using hands  
Using fingers  
Talking  
Hearing  
Seeing clearly up close  
Walking

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Nurse, Practical (354.374-010)*

Cares for patients and children in private homes, hospitals, sanatoriums, industrial plants, and similar institutions.

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**Sources:** *Choices CT© and the Maine Economic Data Inventory.*

# Emergency Medical Technician

## Occupational Profile for Maine

### *Job Description*

Responds to medical emergencies. Drives specially equipped vehicles to the scene of emergencies. May ask for help from police or fire department personnel. Gives first aid treatment to sick or injured persons, and transports them to medical facilities. Determines the nature and extent of injuries or illness. May control bleeding, restore breathing, treat for shock, give oxygen, bandage wounds, assist in childbirth, treat and help heart attack victims, and give care to poison or burn victims. May give drugs and intravenous therapy, or use defibrillators to give shocks to a stopped heart. Maintains contact with dispatcher. Gets instructions from professional medical personnel for emergency treatment. Must follow strict guidelines for which procedures can be performed. Maintains vehicles, as well as medical and communication equipment.

### *Wages*

Their average wage in Maine in 1997 was \$9.95 per hour. This would be equivalent to \$1,724 per month or \$20,696 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Emergency Medical Technicians employed in the area in 1996 was 989. It is projected that in 2006 there will be 1,372. This represents a growth rate of 38.7% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 57 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Emergency Medical Technicians in the area in 1996 was Local and Interurban Passenger Transit, with 46% of the total employment for this occupation. The next largest industry for this occupation was Local Government, with 36% of employment. The third largest was Health Services, with 17%.

### *License/Certification*

Department of Public Safety, Office of Emergency Medical Services, 42 State House Station, Augusta, ME, 04333-0042, Tel 207-287-3953

### *Transferable Work Content Skills*

- Setting up equipment (medium level)
- Operating communications equipment (medium level)
- Driving emergency vehicles (medium level)
- Giving injections, drugs, and other medications (medium level)
- Treating physical or mental problems (medium level)
- Providing health care support services (medium level)

### *Education*

1-2 years postsecondary training

Formal training is needed to become an EMT. Training is offered at three progressive levels -- EMT-Basic, EMT-Intermediate, and EMT-Paramedic -- and fully qualified technicians complete all three programs. EMT-Basic training is 100 to 120 hours of classroom work plus 10 hours of internship in a hospital emergency room. EMT-Intermediate requirements vary from state to state but typically include 35 to 55 hours of additional instruction beyond EMT-Basic. EMT-Paramedic training programs generally last between 750 and 2,000 hours. Applicants to an EMT training course generally must be at least 18 years old and have a high school diploma or the equivalent and a valid driver's license.

Related Education Programs: (by CIP – Classification of Instructional Program codes)

- 51.0904 Emergency Medical Tech./Technician
- ambulance
- paramedic
- military services
- accredited by CAAHEP
- apprenticeship
- students should seek programs of study recommended by the Joint Review Committee on Educational Programs for the EMT-Paramedic

### ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Middle third
Numerical aptitude	Middle third
Spatial perception	Middle third
Form perception	Top one-third - significant to this occupation
Clerical perception	Middle third - significant to this occupation
Eye-hand coordination	Top one-third
Finger dexterity	Top one-third
Manual dexterity	Top one-third - significant to this occupation

### ***Physical Demands***

Medium (20 lbs to 50 lbs)

### ***Physical Activities***

Lifting and carrying  
 Pushing or pulling  
 Stooping  
 Kneeling  
 Reaching  
 Using hands and fingers  
 Talking  
 Hearing  
 Seeing clearly up close  
 Seeing clearly at a distance  
 Judging depth and distance  
 Focusing eyes  
 Using field of vision  
 Walking  
 Running  
 Seeing color differences

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Paramedic (079.364-026)*

Administers life support care to sick and injured persons in prehospital setting as authorized and directed by physician.

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**Sources:** *Choices CT© and the Maine Economic Data Inventory.*

# Physician Assistant

## Occupational Profile for Maine

### *Job Description*

Provides routine diagnostic, therapeutic, and preventive health care services under the supervision of a physician. Takes medical histories, examines patients, orders and interprets laboratory tests and x rays, and makes preliminary diagnoses. Treats minor injuries by suturing, splinting, and casting. Records progress notes, instructs and counsels patients, and orders or carries out therapy. May prescribe medications. May have managerial duties, and supervise technicians and assistants. May order medical and laboratory supplies and equipment.

### *Wages*

Their average wage in Maine in 1997 was \$28.07 per hour. This would be equivalent to \$4,865 per month or \$58,385 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Physician Assistants employed in the area in 1996 was 411. It is projected that in 2006 there will be 579. This represents a growth rate of 40.9% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 23 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Physician Assistants in the area in 1996 was Health Services, with 94% of the total employment for this occupation. The next largest industry for this occupation was Federal Government, with 2% of employment. The third largest was Self-Employed, with 2%.

### *License/Certification*

Board of Registration of Medicine, 137 State House Station, Augusta, ME, 04333-0035, Tel 207-287-3601

### *Transferable Work Content Skills*

- Giving injections, drugs, and other medications (high level)
- Explaining health care and treatments to patients (high level)
- Treating physical or mental problems (high level)
- Working as a member of a health services team (high level)
- Planning and arranging health care treatments (high level)
- Observing and analyzing physical problems (high level)
- Creating and using computerized medical records (high level)

### *Education*

Bachelor's degree

Almost all States require that new PA's complete an accredited, formal education program. In 1997, there were 96 such educational programs for physician assistants, 53 of these programs offered a baccalaureate degree or a degree option. The rest offered either a certificate, an associate degree, or a master's degree. Most PA graduates have at least a bachelor's degree.

Admissions requirements vary, but many programs require 2 years of college and some work experience in the health care field. More than half of all applicants hold a bachelor's or master's degree. PA programs generally last 2 years. Most are located in medical schools, schools of allied health, or 4-year colleges; a few are in community colleges and in hospitals.

Related Education Programs: (by CIP – Classification of Instructional Program codes)  
- 51.0807 Physician Assistant

- may require certification
- accredited through the Accreditation Review Committee on Education for the Physician Assistant

## ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Middle third
Spatial perception	Top one-third
Form perception	Top one-third
Clerical perception	Top one-third
Eye-hand coordination	Top one-third
Finger dexterity	Middle third
Manual dexterity	Middle third

## ***Physical Demands***

Light (10 lbs to 20 lbs)

## ***Physical Activities***

Standing for long periods  
 Reaching  
 Using hands  
 Using fingers  
 Talking  
 Hearing  
 Seeing clearly up close  
 Focusing eyes  
 Walking

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

### *Psychiatric Technician (079.374-026)*

Provides nursing care to mentally ill, emotionally disturbed, or mentally retarded patients in psychiatric hospital or mental health clinic and participates in rehabilitation and treatment programs.

### *Recreational Therapist (076.124-014)*

Plans, organizes, and directs medically approved recreation program for patients in hospitals and other institutions.

### *Art Therapist (076.127-010)*

Plans and conducts art therapy programs in public and private institutions to rehabilitate mentally and physically disabled clients.

### *Industrial Therapist (076.167-010)*

Arranges salaried, productive employment in actual work environment for mentally ill patients, to enable patients to perform medically prescribed work activities, and to motivate and prepare patients to resume employment outside hospital environment.

### *Respiratory Therapist (076.361-014)*

Administers respiratory therapy care and life support to patients with deficiencies and abnormalities of cardiopulmonary system, under supervision of physician and by prescription.

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**Sources:** *Choices CT© and the Maine Economic Data Inventory.*



# Dental Hygienist

## Occupational Profile for Maine

### *Job Description*

Works with dentists as part of a dental health team. Tries to help people develop and maintain good oral health. Examines patients' teeth and gums, and records the presence of disease or abnormality. Cleans and polishes teeth. Gives fluoride treatments to patients to prevent tooth decay, and tells them how to care for their teeth and gums. Places temporary fillings, removes sutures, and smooths and polishes metal restorations. Takes medical and dental histories, exposes and develops dental x-ray film, and makes impressions of teeth for study models. May administer local anesthetics and anesthetic gas.

### *Wages*

Their average wage in Maine in 1997 was \$17.86 per hour. This would be equivalent to \$3,095 per month or \$37,148 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Dental Hygienists employed in the area in 1996 was 845. It is projected that in 2006 there will be 1,184. This represents a growth rate of 40.1% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 59 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Dental Hygienists in the area in 1996 was Health Services, with 97% of the total employment for this occupation. The next largest industry for this occupation was Educational Services, with 1% of employment. The third largest was Self-Employed, also with 1%.

### *License/Certification*

Board of Dental Examiners, 143 State House Station, 2 Bangor Street, Augusta, ME, 04333, Tel 207-287-3333

### *Transferable Work Content Skills*

- Operating medical diagnostic equipment (medium level)
- Developing and printing film (medium level)
- Using medical or dental instruments to treat patients (medium level)
- Explaining health care and treatments to patients (medium level)
- Treating physical or mental problems (medium level)
- Working as a member of a health services team (medium level)
- Collecting and recording medical information (medium level)
- Creating and using computerized medical records (medium level)

### *Education*

Associate's degree

Dental hygienists must be licensed by the state in which they plan to practice, which requires

graduation from an accredited dental hygiene school and passing both a written and clinical examination. Completion of an associate degree program is sufficient for working in a private dental office. A bachelor's or master's degree is usually required for research, teaching, or clinical practice.

Related Education Programs: (by CIP – Classification of Instructional Program codes)

- 51.0602 Dental Hygienist
- license required

### ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Middle third
Numerical aptitude	Middle third
Spatial perception	Top one-third
Form perception	Middle third
Clerical perception	Bottom third
Eye-hand coordination	Top one-third - significant to this occupation
Finger dexterity	Top one-third - significant to this occupation
Manual dexterity	Top one-third

### ***Physical Demands***

Light (10 lbs to 20 lbs)

### ***Physical Activities***

Reaching  
Using hands and fingers  
Using fingertips to feel  
Talking  
Hearing  
Seeing clearly up close  
Judging depth and distance  
Focusing eyes

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Licensed Practical Nurse (079.374-014)*

Provides prescribed medical treatment and personal care services to ill, injured, convalescent, and handicapped persons in such settings as hospitals, clinics, private homes, schools, sanitariums, and similar institutions.

*Physical Therapy Assistant (076.224-010)*

Administers physical therapy treatments to patients, working under direction of and as assistant to PHYSICAL THERAPIST (medical ser.) 076.121-014.

*Occupational Therapy Assistant (076.364-010)*

Assists OCCUPATIONAL THERAPIST (medical ser.) 076.121-010 in administering occupational therapy program in hospital, related facility, or community setting for physically, developmentally, mentally retarded, or emotionally handicapped clients.

*Radiation Therapy Technologist (078.361-034)*

Provides radiation therapy to patients as prescribed by RADIOLOGIST (medical ser.) 070.101-090, according to established practices and standards.

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**Sources:** *Choices CT© and the Maine Economic Data Inventory.*

# Medical Records Technician

## Occupational Profile for Maine

### *Job Description*

Keeps medical records of patients in a hospital, clinic, or doctor's office. Keeps records of patients' symptoms, medical history, results of examinations, reports of x-ray and lab tests, diagnoses, and treatment plans. May copy medical data onto forms, and ensure that all forms are present, properly identified, and signed. Assigns a code to each diagnosis and procedure. Uses a software program to assign each patient to one of several hundred "diagnosis-related groups" called DGR's. Ensures that all necessary information is on a computer file. Also uses computer programs to tabulate and analyze data to help improve patient care and to control costs. Finds medical information for doctors and others upon request. May plan new ways to keep health records up to date.

### *Wages*

Their average wage in Maine in 1997 was \$10.48 per hour. This would be equivalent to \$1,816 per month or \$21,798 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Medical Records Technicians employed in the area in 1996 was 370. It is projected that in 2006 there will be 503. This represents a growth rate of 35.9% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 20 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Medical Records Technicians in the area in 1996 was Health Services, with 93% of the total employment for this occupation. The next largest industry for this occupation was Federal Government, with 5% of employment.

### *Transferable Work Content Skills*

- Operating word processors (medium level)
- Filing documents (medium level)
- Explaining health care and treatments to patients (medium level)
- Preparing and organizing verbal records (medium level)
- Collecting and recording medical information (medium level)
- Creating and using computerized medical records (medium level)

### *Education*

Associate's degree

Medical record technicians entering the field usually have an associate degree from a community or junior college. Most employers prefer to hire Accredited Record Technicians (ART). Accreditation is obtained by passing a written examination offered by the American Health Information Management Record Association.

Related Education Programs (by CIP – Classification of Instructional Program codes)  
- 51.0707 Medical Records Tech./Technician

- military services
- accredited by CAAHEP

### ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Middle third
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Middle third - significant to this occupation
Eye-hand coordination	Bottom third
Finger dexterity	Middle third
Manual dexterity	Bottom third

### ***Physical Demands***

Light (10 lbs to 20 lbs)

### ***Physical Activities***

Reaching  
Using hands  
Using fingers  
Talking  
Hearing  
Seeing clearly up close

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Tumor Registrar (079.362-018)*

Compiles and maintains records of hospital patients treated for cancer to provide data for physicians and research studies, utilizing tumor registry data system.

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**Sources:** *Choices CT©* and the *Maine Economic Data Inventory*.

# Cardiology Technologist

## Occupational Profile for Maine

### *Job Description*

Assists doctors in diagnosing and treating cardiac (heart) and blood vessel ailments. Conducts tests on patients for diagnostic purposes, such as finding out if there is a blockage in a blood vessel. May prepare patients for testing procedures. During procedures, monitors patients' blood pressure and heart rate and notifies the doctor if something seems to be wrong. May also prepare and monitor patients during open heart surgery and the implantation of pacemakers. May schedule appointments, maintain patients' files, and care for equipment.

### *Wages*

Their average wage in Maine in 1997 was \$15.14 per hour. This would be equivalent to \$2,264 per month or \$31,491 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Cardiology Technologists employed in the area in 1996 was 109. It is projected that in 2006 there will be 153. This represents a growth rate of 40.4% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 6 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Cardiology Technologists in the area in 1996 was Health Services, with 100% of the total employment for this occupation.

### *Transferable Work Content Skills*

- Operating medical diagnostic equipment (high level)
- Following equipment and machine operating instructions (high level)
- Working as a member of a health services team (high level)
- Observing and analyzing physical problems (high level)
- Collecting and recording medical information (high level)

### *Education*

Associate's degree

Cardiology technologists need to complete a 2-year junior or community college program. One year is dedicated to core courses followed by a year of specialized instruction in either invasive, noninvasive, or noninvasive peripheral cardiology. Those who are qualified in a related allied health profession only need to complete the year of specialized instruction.

Related Education Programs (by CIP – Classification of Instructional Program codes)  
- 51.0901 Cardiovascular Tech

### *Aptitudes*

General learning ability      Middle third - significant to this occupation

Verbal aptitude	Middle third
Numerical aptitude	Middle third
Spatial perception	Top one-third - significant to this occupation
Form perception	Middle third
Clerical perception	Top one-third - significant to this occupation
Eye-hand coordination	Middle third
Finger dexterity	Middle third
Manual dexterity	Middle third

### ***Physical Demands***

Light (10 lbs to 20 lbs)

### ***Physical Activities***

Standing for long periods  
 Reaching  
 Using hands  
 Using fingers  
 Talking  
 Hearing  
 Seeing clearly up close  
 Focusing eyes  
 Walking

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Cardiopulmonary Technologist, Chief (078.161-014)*

Coordinates activities of CARDIOPULMONARY TECHNOLOGISTS (medical ser.) 078.362-030 engaged in performing diagnostic testing and treatment of patients with heart, lung, and blood vessel disorders.

*Cardiopulmonary Technologist (078.362-030)*

Performs diagnostic tests of cardiovascular and pulmonary systems of patients to aid physician in diagnosis and treatment of heart, lung, and blood vessel disorders.

*Perfusionist (078.362-034)*

Sets up and operates heart-lung machine in hospital to take over functions of patient's heart and lungs during surgery or respiratory failure.

*Special Procedures Technologist, Cardiac Catheterization (078.362-050)*

Operates diagnostic imaging equipment to produce contrast enhanced radiographs of heart and cardiovascular system (angiocardiograms), during cardiac catheterization, to aid physician in diagnostic evaluation and treatment.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*

# Surgical Technologist and Technician

## Occupational Profile for Maine

### *Job Description*

Assists in operations under the supervision of surgeons, registered nurses, or other surgical personnel. Helps set up the operating room with surgical instruments, equipment, sterile linens, and fluids. Assembles, adjusts, and checks non-sterile equipment to ensure it is in working order. Prepares patients for surgery by washing, shaving, and disinfecting incision sites. Transports patients to the operating room, helps position them on the operating table, and covers them with sterile surgical drapes. Observes patients' vital signs, checks charts, and helps the surgical team scrub and put on gloves, gowns, and masks. During surgery, passes instruments and other sterile supplies to surgeons. May hold retractors, cut sutures, and help count sponges, needles, supplies, and instruments. After surgery, helps transfer patients to a recovery room.

### *Wages*

Their average wage in Maine in 1997 was \$11.72 per hour. This would be equivalent to \$2,031 per month or \$24,377 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Surgical Technologists & Technicians employed in the area in 1996 was 338. It is projected that in 2006 there will be 577. This represents a growth rate of 70.7% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 31 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Surgical Technologists & Technicians in the area in 1996 was Health Services, with 100% of the total employment for this occupation.

### *Transferable Work Content Skills*

- Giving injections, drugs, and other medications (medium level)
- Treating physical or mental problems (medium level)
- Providing health care support services (medium level)
- Working as a member of a health services team (medium level)
- Collecting and recording medical information (medium level)

### *Education*

1-2 years postsecondary training

Surgical technologists receive their training in formal programs offered by community and junior colleges, vocational and technical institutes, universities, hospitals, and the military. High school graduation normally is required for admission. Programs last 9 to 24 months and lead to a certificate, diploma, or associate degree.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 51.0909 Surgical/Operating Room Technician
- certification available

- military services
- accredited by CAAHEP

### ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Middle third - significant to this occupation
Numerical aptitude	Bottom third
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Middle third
Eye-hand coordination	Bottom third
Finger dexterity	Middle third - significant to this occupation
Manual dexterity	Middle third

### ***Physical Demands***

Light (10 lbs to 20 lbs)

### ***Physical Activities***

Lifting  
 Standing for long periods  
 Reaching  
 Using hands  
 Using fingers  
 Hearing

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Emergency Medical Technician (079.374-010)*

Administers first-aid treatment to and transports sick or injured persons to medical facility, working as member of emergency medical team.

*Pulmonary Function Technician (078.262-010)*

Performs pulmonary-function, lung-capacity, diffusion capacity, and blood-and-oxygen tests to gather data for use by physician in diagnosis and treatment of pulmonary disorders.

*Electrocardiograph(EKG) Technician (078.362-018)*

Produces recordings of electromotive variations in patient's heart muscle, using electrocardiograph (ECG), to provide data for diagnosis of heart ailments.

*Electroencephalograph(EEG) Technician (078.362-022)*

Measures electrical activity of brain waves, using electroencephalograph(EEG) instrument, and conducts evoked potential response tests for use in diagnosis of brain and nervous system disorders.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*



# **Supervisor and Manager/Supervisor-Sales**

## **Occupational Profile for Maine**

### ***Job Description***

Plans, organizes, and controls the operations of a retail business or department. Oversees the work of sales people, cashiers, customer service workers, and clerks. Interviews, hires, and trains staff. Prepares work schedules and assigns workers to their duties. Enforces safety, health, and security rules. Establishes and implements policies, goals, objectives, and procedures for departments. Strives for smooth operations within departments. Reviews inventory and sales records, develops merchandising techniques, and coordinates sales promotions. Plans budgets and authorizes payments. May greet and help customers. May give day-to-day oversight of individual departments.

### ***Wages***

Their average wage in Maine in 1997 was \$14.35 per hour. This would be equivalent to \$2,487 per month or \$29,848 per year, assuming a 40-hour week worked the year around.

### ***Employment***

The estimated number of Supervisors & Managers/Supervisors-Sales employed in the area in 1996 was 11,948. It is projected that in 2006 there will be 13,313. This represents a growth rate of 11.4% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 329 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### ***Industry Sectors***

The industry that employed the largest number of Supervisors & Managers/Supervisors-Sales in the area in 1996 was Private Households/Self-Employed, with 37% of the total employment for this occupation. The next largest industry for this occupation was Food Stores, with 10% of employment. The third largest was Miscellaneous Retail, with 10%.

### ***Transferable Work Content Skills***

- Demonstrating products and services (high level)
- Managing and directing people and programs (high level)
- Negotiating staff policies and disputes (medium level)
- Hiring and supervising staff (high level)
- Coordinating worker activities (high level)
- Selling products or services (high level)
- Handling customer complaints (high level)
- Planning staff work tasks (high level)
- Planning and administering budgets (high level)
- Preparing and maintaining work logs and reports (medium level)
- Compiling sales and purchasing information (high level)
- Compiling and recording office and business records (high level)

### ***Education***

High school, plus work experience

Many supervisors and managers begin their careers on the sales floor as a sales clerk, cashier, or customer service worker. The educational background of managers in retail trade varies widely. Most who have postsecondary education hold an associate or bachelor's degree in liberal arts, social science, business, or management.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 08.0299 Business and Personal Services Marketing Operations, Other
- 08.0705 General Retailing Operations

- 08.0706 General Selling Skills and Sales Operations
- 08.0799 General Retailing and Wholesaling Operations and Skills, Other
- 08.0999 Hospitality and Recreation Marketing Operations, Other
- 08.9999 Marketing Operations/Marketing and Distribution, Other

## ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Middle third - significant to this occupation
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Middle third - significant to this occupation
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Bottom third

## ***Physical Demands***

Light (10 lbs to 20 lbs)

## ***Physical Activities***

Reaching  
Using hands  
Using fingers  
Talking  
Hearing  
Seeing clearly up close

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Area Supervisor, Retail Chain Store (185.117-014)*

Directs and coordinates activities of subordinate managerial personnel involved in operating retail chain stores in assigned area.

*Manager, Automobile Service Station (185.167-014)*

Manages automobile service station.

*Manager, Merchandise (185.167-034)*

Formulates merchandising policies and coordinates merchandising activities in wholesale or retail establishment.

*Manager, Retail Store (185.167-046)*

Manages retail store engaged in selling specific line of merchandise, such as groceries, meat, liquor, apparel, jewelry, or furniture; related lines of merchandise, such as radios, televisions, or household appliances; or general line of merchandise, performing following duties personally or supervising employees performing duties.

*Service Manager (185.167-058)*

Coordinates activities of workers in one or more service departments of automobile accessories sales-service establishment.

*Manager, Department (retail trade) (299.137-010)*

Supervises and coordinates activities of workers in department of retail store.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*

## **Security Sales Representative**

### **Occupational Profile for Maine**

#### ***Job Description***

Buys and sells stocks, bonds, shares in mutual funds, insurance annuities, and other financial products for customers. Gives advice and information on the purchase or sale of securities and on the stock market. Devises an individual financial portfolio for a client including securities, life insurance, corporate and municipal bonds, mutual funds, certificates of deposit, annuities, and other investments. Relays orders through the firm's offices to the floor of a securities exchange, and then notifies the customer of the final price. Often uses computers to keep track of transactions, prices, and other needed information. May provide loans, tax counseling and accounting, or auditing services. May sell travelers' checks or credit reports. May encourage people to open accounts with financial firms. Attends sales and trade meetings. May meet with community groups to find new clients and to stay informed of economic trends.

#### ***Wages***

Their average wage in Maine in 1997 was \$29.59 per hour. This would be equivalent to \$5,128 per month or \$61,547 per year, assuming a 40-hour week worked the year around.

#### ***Employment***

The estimated number of Securities Sales Representatives employed in the area in 1996 was 596. It is projected that in 2006 there will be 824. This represents a growth rate of 38.3% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 29 openings per year. This does not, however, take into account how many workers will be competing for these openings.

#### ***Industry Sectors***

The industry that employed the largest number of Securities Sales Representatives in the area in 1996 was Security and Commodity Brokers, with 60% of the total employment for this occupation. The next largest industry for this occupation was Self-Employed, with 34% of employment. The third largest was Depository Institutions, with 3%.

#### ***License/Certification***

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station, Gardiner Annex-Northern Avenue, Augusta, ME, 04333-0035, Tel 207-624-8603

#### ***Transferable Work Content Skills***

- Giving advice on financial matters (high level)
- Selling products or services (high level)
- Explaining banking, loan, and financial services (high level)
- Planning and giving information and help (high level)
- Examining and evaluating financial records (high level)
- Compiling sales and purchasing information (high level)
- Compiling numbers and figures (high level)

#### ***Education***

Bachelor's degree

Because securities sales representatives must be well informed about economic conditions and trends, a college education is increasingly important, especially in the larger securities firms. Although employers seldom require specialized academic training courses in business administration, economics, and finance are helpful. Securities sales representatives must meet State licensing requirements, which generally include passing an examination and, in some cases, furnishing a personal bond.

Related Education Programs: (by CIP – Classification of Instructional Program codes)

- 08.0401 Financial Services Marketing Operations
- 52.0804 Financial Planning
- 52.0807 Investments and Securities

### ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Top one-third - significant to this occupation
Spatial perception	Bottom 10%
Form perception	Bottom 10%
Clerical perception	Top one-third - significant to this occupation
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Bottom third

### ***Physical Demands***

Light (10 lbs to 20 lbs)

### ***Physical Activities***

Talking and hearing  
Seeing clearly up close

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Floor Broker (162.167-034)*

Buys and sells securities on floor of securities exchange.

*Securities Trader (162.167-038)*

Purchases and sells securities for brokerage firm.

*Manager, Exchange Floor (186.117-086)*

Directs floor operations of brokerage firm engaged in buying and selling securities at exchange.

*Financial Planner (250.257-014)*

Develops and implements financial plans for individuals, businesses, and organizations, utilizing knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate.

*Sales Representative, Financial Services (250.257-022)*

Sells financial services to customers of financial institution.

*Sales Agent, Financial-Report Service (250.357-026)*

Sells services, such as credit, financial, insurance, employee investigation reports, and credit-rating books to business establishments.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*

## **Sales Representative** **(Except Scientific and Retail Products and Services)** Occupational Profile for Maine

### **Job Description**

Sells goods to business and industrial concerns for manufacturers or distributors. May work in showrooms or travel throughout an assigned territory, meeting customers and explaining products. Quotes prices, and fills out contracts.

### **Wages**

Their average wage in Maine in 1997 was \$16.79 per hour. This would be equivalent to \$2,910 per month or \$34,923 per year, assuming a 40-hour week worked the year around.

### **Employment**

The estimated number of Sales Representatives(Except Scientific and Retail Products and Services) employed in the area in 1996 was 3,447. It is projected that in 2006 there will be 3,838. This represents a growth rate of 11.3% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 121 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### **Industry Sectors**

The industry that employed the largest number of Sales Representatives(Except Scientific and Retail Products and Services) in the area in 1996 was Wholesale Trade-durable Goods, with 26% of the total employment for this occupation. The next largest industry for this occupation was Wholesale Trade-nondurable Goods, with 24% of employment. The third largest was Private Households/Self-Employed, with 9%.

### **Transferable Work Content Skills**

- Demonstrating products and services (medium level)
- Selling products or services (medium level)
- Answering questions about products and services (medium level)
- Preparing and maintaining work logs and reports (medium level)
- Preparing and organizing numerical records (medium level)
- Compiling sales and purchasing information (medium level)

### **Education**

High school, plus work experience

The background needed for sales jobs varies by product line and market. As the number of college graduates has increased and the job requirements have become more technical and analytical, most firms have placed a greater emphasis on a strong educational background. Nevertheless, many employers still hire individuals with previous sales experience who do not have a college degree.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 08.0706 General Selling Skills and Sales Operations
- 08.0799 General Retailing and Wholesaling Operations and Skills, Other
- 08.0810 Office Products Marketing Operations

### **Aptitudes**

- |                          |  |
|--------------------------|--|
| General learning ability | Middle third - significant to this occupation  |
| Verbal aptitude          | Top one-third - significant to this occupation |
| Numerical aptitude       | Middle third - significant to this occupation  |

Spatial perception	Bottom third
Form perception	Middle third
Clerical perception	Middle third - significant to this occupation
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Bottom third

## Physical Demands

Light (10 lbs to 20 lbs)

## Physical Activities

Talking  
Hearing

## Related Occupations (by DOT – Dictionary of Occupational Titles codes)

### *Sales Representative, Food Products (260.357-014)*

Sells food products, such as bakery products, confectionery, canned goods, coffee, tea, spices, poultry, meats, and seafood, to retail food stores, wholesale grocers, restaurants, hotels, or institutions. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May be designated according to kind of food sold as Sales Representative, Flour And Cereals (wholesale tr.); Sales Representative, Groceries (wholesale tr.); Sales Representative, Meats (wholesale tr.).

### *Sales Representative, Women's and Girls' Apparel (261.357-038)*

Sells women's and girls' apparel, such as coats, dresses, lingerie, and accessories, utilizing knowledge of fabrics, style, and prices. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May specialize according to price range of garment sold. May sell only girls' or women's apparel and be designated Sales Representative, Girls' Apparel (wholesale tr.); Sales Representative, Women's Apparel (wholesale tr.).

### *Sales Representative, Motor Vehicles and Supplies (273.357-022)*

Sells motor vehicles, such as automobiles, motorcycles, tractors, and trucks, and parts and supplies, such as batteries, tires, motors, chassis parts, tools, equipment, and lubricants, to dealers and service stations.

### *Sales Representative, Commercial Equipment and Supplies (275.357-018)*

Sells commercial furniture, equipment, and supplies other than office machines to business establishments.

### *Manufacturer's Representative (279.157-010)*

Sells single, allied, diversified, or multiline products to WHOLESALERS (wholesale tr.) I 185.167-070 or other customers for one or more manufacturers on commission basis.

### *Sales Representative, General Merchandise (279.357-014)*

Sells variety of merchandise, such as dry goods, notions, and housewares, to retail stores or other outlets, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May assemble and stock product displays in retail stores. May obtain credit information on prospective customers and forward findings to home office.

### *Sales Representative, Paper and Paper Products (279.357-026)*

Sells paper and paper products, such as bags, containers, newsprint, wrapping paper, stationery, towels, and plates. Performs duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May be designated according to type of paper as Sales Representative, Printing Paper (wholesale tr.); or paper product sold as Sales Representative, Envelope (wholesale tr.).

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**Sources:** Choices CT© and the Maine Economic Data Inventory.

# Retail Salesperson

## Occupational Profile for Maine

### *Job Description*

Sells a variety of products to customers in such places as department stores, drugstores, and specialized clothing stores. Helps customers to find what they are looking for. Describes the product's features, demonstrates its use, and shows various models and colors. Makes out sales slips; receives cash, checks and charge payments; packages purchases; and gives change and receipts. May handle returns and exchanges of merchandise, stock shelves and racks, arrange for mailing or delivery of a purchase, mark price tags, take inventory, and prepare displays.

### *Wages*

Their average wage in Maine in 1997 was \$8.08 per hour. This would be equivalent to \$1,400 per month or \$16,806 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Retail Salespersons employed in the area in 1996 was 17,385. It is projected that in 2006 there will be 18,921. This represents a growth rate of 8.8% over this period, slower than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 706 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Retail Salespersons in the area in 1996 was General Merchandise Stores, with 22% of the total employment for this occupation. The next largest industry for this occupation was Miscellaneous Retail, with 20% of employment. The third largest was Apparel & Accessory Stores, with 14%.

### *Transferable Work Content Skills*

- Demonstrating products and services (medium level)
- Selling products or services (medium level)
- Answering questions about products and services (medium level)
- Waiting on customers (medium level)
- Computing and totaling charges (medium level)
- Receiving and storing stock (medium level)

### *Education*

High school preferred, plus short term, on-the-job training

There usually are no formal education requirements for this type of work, although a high school diploma or equivalent is increasingly preferred.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 01.0501 Agricultural Supplies Retailing and Wholesaling
- 08.0101 Apparel and Accessories Marketing Operations, General
- 08.0102 Fashion Merchandising

- 08.0199 Apparel and Accessories Marketing Operations, Other
- 08.0705 General Retailing Operations
- 08.0706 General Selling Skills and Sales Operations
- 08.1208 Vehicle Marketing Operations
- 20.0306 Fashion and Fabric Consultant
- on-the-job training

### ***Aptitudes***

General learning ability	Middle third
Verbal aptitude	Middle third - significant to this occupation
Numerical aptitude	Middle third - significant to this occupation
Spatial perception	Bottom third
Form perception	Middle third
Clerical perception	Middle third - significant to this occupation
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Middle third

### ***Physical Demands***

Light (10 lbs to 20 lbs)

### ***Physical Activities***

Standing for long periods  
Reaching  
Using hands  
Talking  
Hearing

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Salesperson, General Merchandise (279.357-054)*

Sells variety of commodities in sales establishment, performing duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May demonstrate use of merchandise. May examine defective article returned by customer to determine if refund or replacement should be made. May estimate quantity of merchandise required to fill customer's need.

*Coupon-Redemption Clerk (290.477-010)*

Redeems books of trading stamps or coupons in exchange for merchandise and vacation trips.

*Sales Clerk, Food (290.477-018)*

Obtains or prepares food items requested by customers in retail food store, totals customer bill, receives payment, and makes change.

*Layaway Clerk (299.467-010)*

Stores and releases merchandise and receives payments for merchandise held in layaway department.

*Sales Attendant (299.677-010)*

Performs any combination of following duties to provide customer service in self-service store.

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**Sources:** Choices CT© and the Maine Economic Data Inventory.



# Counter and Rental Clerk

## Occupational Profile for Maine

### *Job Description*

Takes orders for services such as rentals, repairs, dry cleaning, and storage. May receive articles that need service. Answers questions about product availability, cost, and rental provisions. Advises customers of the types of services and the dates orders will be ready. Takes orders, adds up fees, receives payments, and accepts returns. May examine items and tag them. May write out tickets and order forms, but increasingly use computers and bar code scanners to record orders.

### *Wages*

Their average wage in Maine in 1997 was \$6.79 per hour. This would be equivalent to \$1,176 per month or \$14,123 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Counter & Rental Clerks employed in the area in 1996 was 2,068. It is projected that in 2006 there will be 2,520. This represents a growth rate of 21.9% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 118 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Counter & Rental Clerks in the area in 1996 was Motion Pictures, with 29% of the total employment for this occupation. The next largest industry for this occupation was Amusement & Recreation Services, with 16% of employment. The third largest was Auto Repair, Services, & Parking, with 10%.

### *Transferable Work Content Skills*

- Selling products or services (basic level)
- Answering questions about products and services (basic level)
- Waiting on customers (basic level)
- Computing and totaling charges (basic level)
- Sorting products and materials (basic level)

### *Education*

High school preferred, plus short term, on-the-job training

Counter clerk jobs are primarily entry level ones requiring little or no experience and little formal education. However, employers generally prefer high school graduates for such positions.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 08.0705 General Retailing Operations
- 08.0706 General Selling Skills and Sales Operations
- 08.1299 Vehicle and Petroleum Products Marketing Operations, Other
- on-the-job training

## ***Aptitudes***

General learning ability	Middle third
Verbal aptitude	Middle third - significant to this occupation
Numerical aptitude	Middle third
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Middle third - significant to this occupation
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Bottom third

## ***Physical Demands***

Light (10 lbs to 20 lbs)

## ***Physical Activities***

Reaching  
Using hands  
Talking  
Hearing  
Seeing clearly up close

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Laundry Pricing Clerk (216.482-030)*

Computes cost of customers' laundry by pricing each item on customers' lists, using adding machine, calculating machine, or comptometer. May keep inventory of customers' laundered articles. May prepare statements to be sent to customers.

*Counter Clerk (telephone and telegraph) (249.362-010)*

Receives, types, routes, and collects payment for telegraph messages and cashes money order warrants at counter in telegraph office.

*Tool and Equipment Rental Clerk (295.357-014)*

Rents tools and equipment to customers.

*Automobile Rental Clerk (295.467-026)*

Rents automobiles to customers.

*Service-Establishment Attendant (369.477-014)*

Receives articles, such as shoes and clothing, to be repaired or cleaned, in personal-service establishment.

*Self-Service-Laundry-and-Dry-Cleaning Attendant (369.677-010)*

Assists customer to launder or dryclean clothes, or launders or drycleans clothes for customer paying for complete service, using self-service equipment.

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**Sources:** *Choices CT© and the Maine Economic Data Inventory.*

# Stock Clerk-Sales Floor

## Occupational Profile for Maine

### *Job Description*

Receives, unpacks, checks, stores, and keeps track of merchandise on sales floor. Brings merchandise to the sales floor and stocks shelves, racks, or tables with merchandise. Arranges display of items to attract customers. May take physical count of stocks or mark merchandise.

### *Wages*

Their average wage in Maine in 1997 was \$7.25 per hour. This would be equivalent to \$1,256 per month or \$15,080 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Stock Clerks-Sales Floor employed in the area in 1996 was 7,380. It is projected that in 2006 there will be 7,082. While overall employment of Stock Clerks-Sales Floor is projected to decline during the 1996-2006 period, replacement needs are estimated to average about 109 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Stock Clerks-Sales Floor in the area in 1996 was Food Stores, with 55% of the total employment for this occupation. The next largest industry for this occupation was General Merchandise Stores, with 21% of employment. The third largest was Miscellaneous Retail, with 9%.

### *Transferable Work Content Skills*

- Moving material by hand or machine (medium level)
- Filing documents (medium level)
- Loading and unloading materials (medium level)
- Weighing and marking products (medium level)
- Compiling numbers and figures (medium level)
- Compiling and cataloging written information (medium level)
- Receiving and storing stock (medium level)

### *Education*

High school preferred, plus short term, on-the-job training

Although there are no specific educational requirements for beginning stock clerks, employers prefer high school graduates. Stock clerks usually receive on-the-job training.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 08.0601 Food Products Retailing and Wholesaling Operations
- 08.0705 General Retailing Operations
- on-the-job-training

## ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Middle third
Numerical aptitude	Bottom third
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Middle third - significant to this occupation
Eye-hand coordination	Middle third
Finger dexterity	Bottom third
Manual dexterity	Middle third

## ***Physical Demands***

Heavy (50 lbs to 100 lbs)

## ***Physical Activities***

Lifting  
Carrying  
Pushing or pulling  
Stooping  
Crouching  
Reaching  
Using hands  
Using fingers  
Talking  
Hearing  
Using field of vision

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Displayer, Merchandise (298.081-010)*

Displays merchandise, such as clothes, accessories, and furniture, in windows, showcases, and on sales floor of retail store to attract attention of prospective customers.

*Stock Checker, Apparel (299.667-014)*

Gathers and counts garments tried on by customers in fitting rooms of retail store.

*Sales Attendant, Building Materials (299.677-014)*

Assists customers and stocks merchandise in building materials and supplies department of self-service store.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*

# Cashier

## Occupational Profile for Maine

### *Job Description*

Totals bills, receives money, makes change, fills out charge forms, and gives receipts. Is usually assigned to a register and given a drawer containing a bank of money at the beginning of a shift. Counts the bank to ensure that it contains the right amount of money and that there is a good supply of change. At the end of the shift, again counts the drawer's contents and compares the totals with sales data. Also may sell tickets or goods, handle returns and exchanges, and add up the cost of purchases. May use adding machines, electronic registers, scanners and computers, or change makers.

### *Wages*

Their average wage in Maine in 1997 was \$6.60 per hour. This would be equivalent to \$1,144 per month or \$13,728 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Cashiers employed in the area in 1996 was 15,623. It is projected that in 2006 there will be 17,331. This represents a growth rate of 10.9% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 852 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Cashiers in the area in 1996 was Food Stores, with 42% of the total employment for this occupation. The next largest industry for this occupation was Eating & Drinking Places, with 14% of employment. The third largest was General Merchandise Stores, with 13%.

### *Transferable Work Content Skills*

- Operating office machines (medium level)
- Answering questions about bills and charges (basic level)
- Preparing and organizing numerical records (basic level)
- Computing and totaling charges (basic level)

### *Education*

High school preferred, plus short term, on-the-job training

Cashier jobs tend to be entry level positions requiring little or no work experience. Although there are no specific educational requirements, employers filling full-time jobs prefer applicants with a high school diploma. Nearly all cashiers are trained on the job.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 08.0601 Food Products Retailing and Wholesaling Operations
- 08.0705 General Retailing Operations
- on-the-job training

## ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Middle third
Numerical aptitude	Middle third - significant to this occupation
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Middle third - significant to this occupation
Eye-hand coordination	Middle third
Finger dexterity	Middle third
Manual dexterity	Bottom third

## ***Physical Demands***

Light (10 lbs to 20 lbs)

## ***Physical Activities***

Standing for long periods  
Reaching  
Using hands  
Using fingers  
Talking  
Hearing  
Seeing clearly up close

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

### *Cashier II (211.462-010)*

Receives cash from customers or employees in payment for goods or services and records amounts received.

### *Cashier-Checker (211.462-014)*

Operates cash register to itemize and total customer's purchases in grocery, department, or other retail store.

### *Cashier-Wrapper (211.462-018)*

Operates cash register to compute and record total sale and wraps merchandise for customers in department, variety, and specialty stores.

### *Cashier, Gambling (211.462-022)*

Accepts and pays off bets placed by patrons of cardrooms, bookmaking, or other gambling establishments.

### *Toll Collector (211.462-038)*

Collects toll charged for use of bridges, highways, or tunnels by motor vehicles, or fare for vehicle and passengers on ferryboats.

### *Ticket Seller (211.467-030)*

Sells tickets for travel on ferryboats, street railroads, buses, and for admission to places of entertainment, such as skating rinks, baseball parks, stadiums, and amusement parks.

### *Food-and-Beverage Checker (211.482-018)*

Computes food or beverage service bills and verifies completeness of customer orders in hotel kitchen, dining room, restaurant, or service bar.

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**Sources:** Choices CT© and the Maine Economic Data Inventory.

# Telemarketers, Vendors & Door-to-Door Sales Workers

## Occupational Profile for Maine

### *Job Description*

Solicit orders for goods or services over the telephone, or sell door-to-door, or on the street. May receive and process incoming orders by mail, fax, telephone, or order form. May sit at computer to solicit or receive orders directly or through a computer system. Usually describes the product's features and or service available. May demonstrate the product's uses. May make out sales slips; receive cash, checks and charge payments; package purchases; and give change and receipts.

### *Wages*

Their average wage in Maine in 1997 was \$7.90 per hour. This would be equivalent to \$1,369 per month or \$16,432 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Telemarketers, Vendors & Door-to-Door Sales Workers employed in the area in 1996 was 2,551. It is projected that in 2006 there will be 3,547. This represents a growth rate of 39.0% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 169 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Telemarketers, Vendors & Door-to-Door Sales Workers in the area in 1996 was Nondepository Institutions, with 38% of the total employment for this occupation. The next largest industry for this occupation was Private Households/Self-Employed, with 24% of employment. The third largest was Wholesale Trade-Nondurable Goods, with 6%.

### *Transferable Work Content Skills*

- Demonstrating products and services (medium level)
- Selling products or services (medium level)
- Answering questions about products and services (medium level)
- Waiting on customers (medium level)
- Computing and totaling charges and sales and purchasing information (medium level)
- Operating office machines (medium level)
- Compiling and organizing written or verbal information (medium level)

### *Education*

High school preferred, and some positions may require work experience or have on-the-job training

These are usually entry level positions with no formal education requirements, but many employers prefer applicants to have at least a high school diploma or its equivalent. Some positions involving scientific or other technical processes may require some college education. Many employers conduct intensive training programs for their employees.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 08.0204 Business Services Marketing Operations
- 08.0705 General Retailing Operations
- 08.0706 General Selling Skills and Sales Operations
- 52.0408 General Office/Clerical and Typing Services

## ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Middle one-third - significant to this occupation
Spatial perception	Middle third
Form perception	Middle third
Clerical perception	Middle third - significant to this occupation
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Middle third

## ***Physical Demands***

Light (up to 10 lbs)

## ***Physical Activities***

Standing for long periods  
Reaching  
Using hands and fingers  
Talking  
Hearing  
Seeing clearly up close

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Order Clerk, Food and Beverage (209.567-014)*

Takes food and beverage orders over telephone and records orders.

*Sales Representative, Data Processing Services (251.157-014)*

Contacts representatives of government, business, and industrial organizations to solicit business.

*Sales Agent, Pest Control Service (251.357-018)*

Sells pest-control service to homeowners and commercial concerns.

*Sales Representative, Printing (254.357-018)*

Contacts businesses to solicit orders.

*Sales Representative, Hotel Services (259.157-014)*

Contacts individuals and establishments to solicit orders.

*Sales Representative, Security Systems (259.257-022)*

Sells burglar, fire, security, and alarm systems to individuals and establishments.

*Salesperson, General Merchandise (279.357-054)*

Sells a variety of commodities in sales establishments.

*Sales Clerk, Food (290.477-018)*

Obtains or prepares food items for customers, totals bill, receives payment, and makes change.

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**Sources:** *Choices CT© and the Maine Economic Data Inventory.*



## **Supervisor and Manager/Supervisor-Clerical**

### Occupational Profile for Maine

#### ***Job Description***

Organizes the activities of clerical workers in a business or organization. Interviews and evaluates prospective clerical employees, evaluates worker performance, and may recommend promotion or dismissal. Plans and supervises the work of staff, assigns duties and tasks to workers, and acts as liaison between clerical and professional or technical staff. Organizes typing, filing, bookkeeping, and other office procedures. May train new workers. Develops ways to improve efficiency. Reviews work records. Helps prepare budgets.

#### ***Wages***

Their average wage in Maine in 1997 was \$13.98 per hour. This would be equivalent to \$2,423 per month or \$29,078 per year, assuming a 40-hour week worked the year around.

#### ***Employment***

The estimated number of Supervisors & Managers/Supervisors-Clerical employed in the area in 1996 was 6,359. It is projected that in 2006 there will be 7,472. This represents a growth rate of 17.5% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 258 openings per year. This does not, however, take into account how many workers will be competing for these openings.

#### ***Industry Sectors***

The industry that employed the largest number of Supervisors & Managers/Supervisors-Clerical in the area in 1996 was Health Services, with 11% of the total employment for this occupation. The next largest industry for this occupation was Educational Services, with 8% of employment. The third largest was Depository Institutions, with 7%.

#### ***Transferable Work Content Skills***

- Assigning duties to workers (high level)
- Evaluating worker performance (high level)
- Coordinating worker activities (high level)
- Working as a member of an office support team (high level)
- Planning staff work tasks (high level)
- Planning and administering budgets (high level)
- Preparing project status reports (high level)
- Preparing and organizing verbal records (high level)
- Preparing and organizing numerical records (high level)

#### ***Education***

High school, plus work experience

Most firms fill clerical supervisory and managerial positions by promoting individuals within their organization from the clerical ranks. A clerk with potential supervisory abilities may be given occasional supervisory assignments. To prepare for full-time supervisory duties, he or she may attend in-house training or take courses in time management or interpersonal relations, for example, at a local community

college or vocational school. Many employers require postsecondary training-- in some cases, an associate's or even bachelor's degree.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 52.0101 Business, General

- 52.0204 Office Supervision and Management

### ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Middle third
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Middle third - significant to this occupation
Eye-hand coordination	Bottom third
Finger dexterity	Middle third
Manual dexterity	Bottom third

### ***Physical Demands***

Sedentary (up to 10 lbs)

### ***Physical Activities***

Reaching  
Using hands  
Using fingers  
Talking  
Hearing  
Seeing clearly up close  
Focusing eyes

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Administrative Assistant (169.167-010)*

Aids executive in staff capacity by coordinating office services, such as personnel, budget preparation and control, housekeeping, records control, and special management studies.

*Order Department Supervisor (169.167-038)*

Coordinates activities of personnel of order-writing department.

*Business Representative, Labor Union (187.167-018)*

Manages business affairs of labor union.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*

# Teller

## Occupational Profile for Maine

### *Job Description*

Handles a wide variety of banking transactions, such as cashing checks, accepting deposits and loan payments, and processing withdrawals. When cashing a check, verifies the date, bank name, and identity of the person to receive payment. Must carefully count out cash to avoid mistakes. When accepting a deposit, checks the accuracy of the deposit slip and processes the transaction. Usually uses computer terminals to record deposits and withdrawals, and to get quick access to information on customer accounts. Processes certificates of deposit and money market accounts, and sells travelers' checks. May sell savings bonds, receive deposits for special accounts, and do paperwork for customer loans. May specialize in handling foreign currencies or commercial or business accounts.

### *Wages*

Their average wage in Maine in 1997 was \$7.95 per hour. This would be equivalent to \$1,378 per month or \$15,995 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Tellers employed in the area in 1996 was 3,185. It is projected that in 2006 there will be 3,170. While overall employment for this occupation is not expected to increase during the 1996-2006 period, replacement needs are estimated to average about 133 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Tellers in the area in 1996 was Depository Institutions, with 99% of the total employment for this occupation. The next largest industry for this occupation was Local Government, with 1% of employment.

### *Transferable Work Content Skills*

- Operating office machines (medium level)
- Explaining banking, loan, and financial services (medium level)
- Waiting on customers (medium level)
- Preparing and organizing numerical records (medium level)
- Compiling numbers and figures (medium level)
- Computing and totaling charges (medium level)
- Entering information on computer terminals (medium level)
- Sorting paper materials (medium level)

### *Education*

High school, plus on-the-job training

Most entrants transfer from other occupations; virtually all have at least a high school education. New tellers usually learn their duties through on-the-job and formal training.

- 52.0803 Banking and Financial Support Services
- in-house training

### ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Middle third
Numerical aptitude	Middle third - significant to this occupation
Spatial perception	Bottom third
Form perception	Middle third
Clerical perception	Top one-third - significant to this occupation
Eye-hand coordination	Top one-third
Finger dexterity	Top one-third - significant to this occupation
Manual dexterity	Middle third

### ***Physical Demands***

Sedentary (up to 10 lbs)

### ***Physical Activities***

Sitting for long periods  
 Standing for long periods  
 Reaching  
 Using hands  
 Using fingers  
 Talking  
 Hearing  
 Seeing clearly up close  
 Focusing eyes

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Foreign Banknote Teller-Trader (211.362-014)*

Buys and sells foreign currencies and drafts and sells travelers' checks, according to daily international exchange rates, working at counter in foreign exchange office.

*Teller, Vault (211.382-010)*

Fills orders for currency and coins, and counts and records cash deposits in vault of commercial bank.

*Coupon Clerk (219.462-010)*

Receives matured bond coupons from bank departments, local banks, and customers to effect collection on cash basis, or for payment when future collection is made.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*

# **Adjustment Clerk-Merchandise and Billing**

## **Occupational Profile for Maine**

### ***Job Description***

Investigates and resolves customer complaints about goods, services, billing, or credit rating. Examines the information to determine the accuracy of the complaint. Gets information from all parties involved in person, by computerized records, by telephone, or through written correspondence. Keeps records of all matters, and prepares reports. Sends findings, adjustments, and recommendations to supervisors. Makes sure that customers are satisfied.

### ***Wages***

Their average wage in Maine in 1997 was \$10.22 per hour. This would be equivalent to \$1,771 per month or \$21,257 per year, assuming a 40-hour week worked the year around.

### ***Employment***

The estimated number of Adjustment Clerks-Merchandise & Billing employed in the area in 1996 was 860. It is projected that in 2006 there will be 1,490. This represents a growth rate of 73.3% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 68 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### ***Industry Sectors***

The industry that employed the largest number of Adjustment Clerks-Merchandise & Billing in the area in 1996 was Nondepository Institutions, with 36% of the total employment for this occupation. The next largest industry for this occupation was Insurance Carriers, with 13% of employment. The third largest was Miscellaneous Retail, with 8%.

### ***Transferable Work Content Skills***

- Answering questions about bills and charges (medium level)
- Handling customer complaints (medium level)
- Investigating data to solve problems (medium level)
- Compiling numbers and figures (medium level)

### ***Education***

High school, plus on-the-job training

High school graduation is considered adequate preparation for most insurance processing clerk positions. This is an entry level position in some, but not all, organizations. Depending on their assignment, new adjustment clerks may receive training on the job from a supervisor or an experienced coworker, or they may enter a formal training course given by the organization.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 52.0408 General Office/Clerical and Typing Services
- 52.9999 Business Management and Administrative Services, Other
- on-the-job training

## ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Middle third
Numerical aptitude	Middle third
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Top one-third - significant to this occupation
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Bottom third

## ***Physical Demands***

Sedentary (up to 10 lbs)

## ***Physical Activities***

Reaching  
Using hands  
Talking  
Hearing  
Seeing clearly up close  
Focusing eyes

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Service Representative (191.167-022)*

Investigates dealer's claims for reimbursement of defective automotive parts.

*Investigator, Utility-Bill Complaints (241.267-034)*

Investigates customers' bill complaints for gas and electric-power service.

*Customer-Complaint Clerk (241.367-014)*

Investigates customer complaints about merchandise, service, billing, or credit rating.

*Tire Adjuster (241.367-034)*

Examines defective tires and tubes returned by customers to determine allowance due on replacement.

*Claims Clerk (241.387-010)*

Examines and processes automotive warranty claims from dealers requesting reimbursement for defective parts, using computerized records system. Reviews claims for completeness, and determines if expenses comply with established policies. Completes reports for further action or returns incomplete claims to dealers for additional data.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*

# Bill and Account Collector

## Occupational Profile for Maine

### *Job Description*

Is responsible for making sure customers pay their overdue accounts. Contacts people to notify them of their delinquent accounts by phone or letter. When customers move without leaving a forwarding address, may check with the post office, telephone companies, credit bureaus, or former neighbors to get their new address. Convinces people to pay their bills. Arranges terms for payment or collects payments for the unpaid bills or accounts. May keep files of information on debtors, the kinds and amounts of unpaid bills, and past payments made. May repossess goods or stop services when payments are overdue. Uses computers and a variety of automated systems to keep track of overdue accounts.

### *Wages*

Their average wage in Maine in 1997 was \$10.88 per hour. This would be equivalent to \$1,885 per month or \$22,630 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Bill & Account Collectors employed in the area in 1996 was 776. It is projected that in 2006 there will be 1,139. This represents a growth rate of 46.8% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 52 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Bill & Account Collectors in the area in 1996 was Business Services, with 16% of the total employment for this occupation. The next largest industry for this occupation was Health Services, with 15% of employment. The third largest was Depository Institutions, with 11%.

### *Transferable Work Content Skills*

- Filing documents (medium level)
- Answering questions about bills and charges (medium level)
- Investigating data to solve problems (medium level)
- Compiling numbers and figures (medium level)

### *Education*

High school preferred, plus short term, on-the-job training

While high school graduation sometimes is required by employers when they hire bill and account collectors, formal education beyond high school is not stressed. Employers normally provide training to new bill and account collectors.

- Related Education Programs (by CIP – Classification of Instructional Program codes)
- 52.0803 Banking and Financial Support Services
  - on-the-job training

## ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Middle third
Numerical aptitude	Middle third - significant to this occupation
Spatial perception	Bottom 10%
Form perception	Middle third
Clerical perception	Middle third - significant to this occupation
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Bottom third

## ***Physical Demands***

Light (10 lbs to 20 lbs)

## ***Physical Activities***

Using hands  
Talking  
Hearing  
Seeing clearly up close

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Collection Clerk (241.357-010)*

Notifies or locates customers with delinquent accounts and attempts to secure payment, using postal services, telephone, or personal visit.

*Repossessor (241.367-022)*

Locates debtors and solicits payment for delinquent accounts and removes merchandise for nonpayment of account. May initiate repossession proceedings. May drive truck to return merchandise to creditor. May locate, enter, and start vehicle being repossessed, using special tools, if key cannot be obtained from debtor, and return vehicle to creditor. May be designated according to merchandise repossessed as Automobile Repossessor (clerical).

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**Sources:** *Choices CT© and the Maine Economic Data Inventory.*



# **Medical Secretary**

## **Occupational Profile for Maine**

### ***Job Description***

Performs secretarial duties using specific knowledge of medical terminology and procedures. Transcribes dictation and prepares correspondence. Records simple medical histories and arranges for patients to be hospitalized. Must be familiar with insurance rules, billing practices, and hospital and laboratory procedures. May prepare and send bills to patients. Helps doctors and medical scientists with reports, speeches, articles, and conference proceedings. Uses personal computers, and operates office equipment such as fax machines, photocopiers, and telephones with voice mail capabilities.

### ***Wages***

Their average wage in Maine in 1997 was \$9.94 per hour. This would be equivalent to \$1,722 per month or \$20,675 per year, assuming a 40-hour week worked the year around.

### ***Employment***

The estimated number of Medical Secretaries employed in the area in 1996 was 1,434. It is projected that in 2006 there will be 1,824. This represents a growth rate of 27.2% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 64 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### ***Industry Sectors***

The industry that employed the largest number of Medical Secretaries in the area in 1996 was Health Services, with 99% of the total employment for this occupation. The next largest industry for this occupation was Agricultural Services, with 1% of employment.

### ***Transferable Work Content Skills***

- Operating word processors (medium level)
- Operating office machines (medium level)
- Answering business telephone inquiries (medium level)
- Answering questions about bills and charges (medium level)
- Working as a member of an office support team (medium level)
- Preparing and organizing verbal records (medium level)
- Compiling and recording office and business records (medium level)
- Collecting and recording medical information (medium level)
- Creating and using computerized medical records (medium level)

### ***Education***

1-2 years postsecondary training

High school graduates who have basic office skills may qualify for entry-level secretarial positions. Secretarial training ranges from high school vocational education programs that teach office practices, shorthand, and keyboarding skills to 1- to 2-year programs in secretarial science offered by business schools, vocational-technical institutes, and community colleges. Specialized training programs also are available for students planning to become medical secretaries.

Related Education Programs (by CIP – Classification of Instructional Program codes)  
- 52.0404 Medical Administrative Assistant/Secretary

### ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Middle third
Spatial perception	Bottom third
Form perception	Top one-third
Clerical perception	Top one-third - significant to this occupation
Eye-hand coordination	Top one-third
Finger dexterity	Top one-third - significant to this occupation
Manual dexterity	Middle third

### ***Physical Demands***

Sedentary (up to 10 lbs)

### ***Physical Activities***

Sitting for long periods  
Reaching  
Using hands  
Using fingers  
Talking  
Hearing  
Seeing clearly up close

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Medical-Voucher Clerk (214.482-018)*

Examines vouchers forwarded to insurance carrier by doctors who have made medical examinations of insurance applicants, and approves vouchers for payment, based on standard rates. Computes fees for multiple examinations, using adding machine. Notes fee on form and forwards forms and vouchers to appropriate personnel for further approval and payment.

*Unit Clerk (245.362-014)*

Prepares and compiles records in nursing unit of hospital or medical facility.

*Animal-Hospital Clerk (245.367-010)*

Registers and admits animals brought to animal hospital; advises owners about condition of pets being treated; prepares case records of treated animals; and computes and records payment of fees.

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**Sources:** *Choices CT© and the Maine Economic Data Inventory.*

# Secretary (Except Legal and Medical)

## Occupational Profile for Maine

### *Job Description*

Is responsible for a variety of clerical duties. Routes mail, answers telephones, gives information to callers, makes appointments, and takes messages. Uses personal computers to run spreadsheet, word processing, data base management, desktop publishing, and graphics programs. Takes dictation and types in an office or in a word processing center. Operates office equipment such as fax machines, photocopiers, and telephones with voice mail capabilities. May organize and maintain files. May make travel arrangements, complete forms, answer letters, do research, and write reports.

### *Wages*

Their average wage in Maine in 1997 was \$9.97 per hour. This would be equivalent to \$1,728 per month or \$20,737 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Secretaries (Except Legal & Medical) employed in the area in 1996 was 11,597. It is projected that in 2006 there will be 11,516. While overall employment of Secretaries (Except Legal & Medical) is not projected to increase during the 1996-2006 period, replacement needs are estimated to average about 202 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Secretaries (Except Legal & Medical) in the area in 1996 was Educational Services, with 23% of the total employment for this occupation. The next largest industry for this occupation was Health Services, with 11% of employment. The third largest was Business Services, with 5%.

### *Transferable Work Content Skills*

- Operating word processors (medium level)
- Operating office machines (medium level)
- Answering business telephone inquiries (medium level)
- Following spoken instructions (medium level)
- Working as a member of an office support team (medium level)
- Preparing and organizing verbal records (medium level)
- Compiling and recording office and business records (medium level)
- Processing and delivering mail (medium level)

### *Education*

High school, plus on-the-job training

High school graduates who have basic office skills may qualify for entry-level secretarial positions. Secretarial training ranges from high school vocational education programs that teach office practices, shorthand, and keyboarding skills to 1- to 2-year programs in secretarial science offered by business schools, vocational-technical institutes, and community colleges.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 52.0401 Administrative Assistant/Secretarial Science, General
- 52.0402 Executive Assistant/Secretary
- 52.0499 Administrative and Secretarial Services, Other

### ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Middle third
Spatial perception	Bottom third
Form perception	Middle third
Clerical perception	Top one-third - significant to this occupation
Eye-hand coordination	Top one-third
Finger dexterity	Middle third - significant to this occupation
Manual dexterity	Middle third

### ***Physical Demands***

Sedentary (up to 10 lbs)

### ***Physical Activities***

Sitting for long periods  
Reaching  
Using hands  
Using fingers  
Talking  
Hearing  
Seeing clearly up close  
Focusing eyes

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Administrative Secretary (169.167-014)*

Keeps official corporation records and executes administrative policies determined by or in conjunction with other officials.

*Social Secretary (201.162-010)*

Coordinates social, business, and personal affairs of employer. Confers with employer on contemplated social functions, sends invitations, and arranges for decorations and entertainment. Advises employer on etiquette, dress, and current events. Reads and answers routine correspondence, using typewriter or in own handwriting as situation demands. May manage financial affairs of entire house.

*Membership Secretary (201.362-018)*

Compiles and maintains membership lists, records receipts of dues and contributions, and gives information to members of nonprofit organization.

*School Secretary (201.362-022)*

Performs secretarial duties in public or private school.

*Script Supervisor (201.362-026)*

Compiles and records details of scenes, such as action sequences, physical layout, and costumes used during photographing of motion pictures and television film productions to relieve DIRECTOR, MOTION PICTURE (motion picture) of minor administrative and clerical detail.

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**Sources:** Choices CT© and the Maine Economic Data Inventory.

# Receptionist and Information Clerk

## Occupational Profile for Maine

### *Job Description*

Greets customers or visitors, determines their needs, and refers them to people who can help them. Answers telephones and routes calls to the right people. Answers questions from the public and gives people information about the organization. Uses multi-line telephone systems, personal computers, and fax machines. May serve a security function and monitor the access of visitors to a place of business. In large businesses, may give identification cards to visitors. In medical offices, may get information from patients. In beauty shops, may set up appointments. May also type, file, and sort mail.

### *Wages*

Their average wage in Maine in 1997 was \$8.54 per hour. This would be equivalent to \$1,480 per month or \$17,763 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Receptionists & Information Clerks employed in the area in 1996 was 4,061. It is projected that in 2006 there will be 4,945. This represents a growth rate of 21.8% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 163 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Receptionists & Information Clerks in the area in 1996 was Health Services, with 36% of the total employment for this occupation. The next largest industry for this occupation was Engineering & Management Services, with 5% of employment. The third largest was Business Services, with 5%.

### *Transferable Work Content Skills*

- Operating word processors (medium level)
- Operating office machines (medium level)
- Filing documents (medium level)
- Giving information on events and procedures (medium level)
- Answering business telephone inquiries (medium level)
- Working as a member of an office support team (medium level)
- Compiling and cataloging written information (medium level)

### *Education*

High school, plus on-the-job training

Although hiring requirements vary from industry to industry, a high school diploma or its equivalent usually is the most common educational requirement. Training usually takes place on the job.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 52.0406 Receptionist
- 52.0408 General Office/Clerical and Typing Services

## ***Aptitudes***

General learning ability	Middle third
Verbal aptitude	Middle third - significant to this occupation
Numerical aptitude	Bottom third
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Middle third - significant to this occupation
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Bottom third

## ***Physical Demands***

Sedentary (up to 10 lbs)

## ***Physical Activities***

Sitting for long periods  
Reaching  
Using hands  
Using fingers  
Talking  
Hearing  
Seeing clearly up close

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Registrar (205.367-038)*

Registers visitors to public facilities, such as national or state parks, military bases, and monuments.

*Appointment Clerk (237.367-010)*

Schedules appointments with employer or other employees for clients or customers by mail, phone, or in person, and records time and date of appointment in appointment book. Indicates in appointment book when appointments have been filled or cancelled. May telephone or write clients to remind them of appointments. May receive payments for services, and record them in ledger. May receive callers [RECEPTIONIST (clerical)]. May operate switchboard [TELEPHONE OPERATOR (clerical)].

*Park Aide (249.367-082)*

Assists PARK RANGER (government ser.) 169.167-042 or PARK SUPERINTENDENT (government ser.) 188.167-062 in operation of state or national park, monument, historic site, or recreational area through performance of any combination of clerical and other duties.

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**Sources:** *Choices CT*© and the *Maine Economic Data Inventory*.

# Bookkeeping, Accounting and Auditing Clerk

## Occupational Profile for Maine

### *Job Description*

Computes, classifies, records, and verifies numerical data to develop and maintain financial records. Records debits and credits, compares current and past balance sheets, summarizes details of ledgers, and prepares reports for supervisors and managers. Posts transactions in journals and on computer files, spreadsheets, and data bases, and updates the files when needed. Reviews computer printouts and makes corrections as needed. May compile data from cashiers, verify and balance receipts, prepare bank deposits, and send deposits to the bank. May monitor loans and accounts payable. May total, balance, and reconcile billing vouchers.

### *Wages*

Their average wage in Maine in 1997 was \$10.02 per hour. This would be equivalent to \$1,736 per month or \$20,841 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Bookkeeping, Accounting & Auditing Clerks employed in the area in 1996 was 10,433. It is projected that in 2006 there will be 10,003. Overall employment of Bookkeeping, Accounting & Auditing Clerks is projected to decline by 4.1% during the 1996-2006 period. However, replacement need are projected to create about 176 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Bookkeeping, Accounting & Auditing Clerks in the area in 1996 was Private Households/Self-Employed, with 14% of the total employment for this occupation. The next largest industry for this occupation was Special Trade Contractors, with 6% of employment. The third largest was Miscellaneous Retail, with 5%.

### *Transferable Work Content Skills*

- Operating office machines (medium level)
- Answering questions about bills and charges (medium level)
- Proofreading data for accuracy (medium level)
- Preparing financial reports (medium level)
- Preparing and organizing numerical records (medium level)
- Compiling numbers and figures (medium level)
- Entering information on computer terminals (medium level)

### *Education*

High school, plus on-the-job training

This is usually an entry level position. Most employers require applicants to have at least a high school diploma or its equivalent. A higher level of education will usually be favored over a high school diploma, but it is not generally required. Training is generally received on the job.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 52.0302 Accounting Technician

- military services

### ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Middle third
Numerical aptitude	Middle third - significant to this occupation
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Top one-third - significant to this occupation
Eye-hand coordination	Middle third
Finger dexterity	Middle third
Manual dexterity	Middle third

### ***Physical Demands***

Sedentary (up to 10 lbs)

### ***Physical Activities***

Reaching  
Using hands  
Using fingers  
Seeing clearly up close

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Audit Clerk (210.382-010)*

Verifies accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

*Bookkeeper (210.382-014)*

Keeps records of financial transactions for establishment, using calculator and computer.

*Night Auditor (210.382-054)*

Verifies and balances entries and records of financial transactions reported by various hotel departments during day, using adding, bookkeeping, and calculating machines. May perform duties of HOTEL CLERK (hotel & rest.) 238.367-038 in smaller establishment.

*Budget Clerk (216.382-022)*

Prepares budgets based on previous budget figures or estimated revenue and expense.

*Accounting Clerk (216.482-010)*

Performs any combination of following calculating, posting, and verifying duties to obtain financial data for use in maintaining accounting records.

*Tax Clerk (219.487-010)*

Computes state or federal taxes on sales transactions, production processes, or articles produced, and keeps record of amount due and paid. May affix revenue stamps to tax reports to cover amount of tax due.

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**Sources:** *Choices CT© and the Maine Economic Data Inventory.*



# General Office Clerk

## Occupational Profile for Maine

### *Job Description*

Does a wide variety of general clerical work. Types, files, records information, answers the telephone, and delivers messages. Operates photocopiers, fax machines, and other office equipment. May prepare mailings, sort checks, keep payroll records, and take inventory. May maintain office records, verify statistical reports for accuracy and completeness, handle customer complaints, and answer questions. Duties may vary from day to day.

### *Wages*

Their average wage in Maine in 1997 was \$8.87 per hour. This would be equivalent to \$1,537 per month or \$18,449 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of General Office Clerks employed in the area in 1996 was 10,194. It is projected that in 2006 there will be 10,504. This represents a growth rate of 3.0% over this period, slower than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 263 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of General Office Clerks in the area in 1996 was Local Government, with 9% of the total employment for this occupation. The next largest industry for this occupation was Automotive Dealers & Service Stations, with 7% of employment. The third largest was Miscellaneous Retail, with 5%.

### *Transferable Work Content Skills*

- Operating office machines (basic level)
- Filing documents (basic level)
- Answering business telephone inquiries (basic level)
- Working as a member of an office support team (basic level)
- Preparing and organizing verbal records (basic level)
- Compiling and recording office and business records (basic level)

### *Education*

High school, plus on-the-job training

Most general office clerk jobs are entry level. Employers usually require a high school diploma, and some require typing, basic computer skills, and other general office skills.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 51.0703 Health Unit Coordinator/Ward Clerk
- 52.0408 General Office/Clerical and Typing Services
- 52.9999 Business Management and Administrative Services, Other
- on-the-job training

## ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Middle third - significant to this occupation
Numerical aptitude	Middle third
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Top one-third - significant to this occupation
Eye-hand coordination	Middle third
Finger dexterity	Middle third
Manual dexterity	Bottom third

## ***Physical Demands***

Sedentary (up to 10 lbs)

## ***Physical Activities***

Sitting for long periods  
Reaching  
Using hands  
Using fingers  
Talking  
Hearing  
Seeing clearly up close

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Congressional-District Aide (209.362-030)*

Provides information and assistance to public and performs variety of clerical tasks in office of congressional legislator.

*Clerk, General (209.562-010)*

Performs any combination of following and similar clerical duties requiring limited knowledge of systems or procedures.

*Administrative Clerk (219.362-010)*

Compiles and maintains records of business transactions and office activities of establishment, performing variety of following or similar clerical duties and utilizing knowledge of systems or procedures.

*Animal-Shelter Clerk (249.367-010)*

Assists public to adopt animals in animal shelter and compiles records of impounded animals.

*Police Clerk (375.362-010)*

Compiles daily duty roster and types and maintains various records and reports in municipal police department to document information, such as daily work assignments, equipment issued, vacation scheduled, training records, and personnel data.

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**Sources:**      *Choices CT*© and the *Maine Economic Data Inventory*.

# Stock Clerk-Stockroom, Warehouse or Storage Yard

## Occupational Profile for Maine

### *Job Description*

Receives, unpacks, checks, stores, and keeps track of merchandise or materials. Keeps records of items entering or leaving the stock room and of damaged or soiled goods. Organizes and marks items with identifying codes or prices. May use hand-held scanners that can connect to computers to keep inventories up to date. Maintains necessary supplies. May distributes supplies, materials, and equipment. May take inventory, and prepare lists of out-of-date or surplus stock. May take merchandise to the sales floor, and stock shelves and racks.

### *Wages*

Their average wage in Maine in 1997 was \$9.48 per hour. This would be equivalent to \$1,643 per month or \$19,718 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Stock Clerks-Stockroom, Warehouse or Storage Yard employed in the area in 1996 was 3,531. It is projected that in 2006 there will be 4,237. This represents a growth rate of 20.0% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 123 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Stock Clerks-Stockroom, Warehouse or Storage Yard in the area in 1996 was Food Stores, with 10% of the total employment for this occupation. The next largest industry for this occupation was Wholesale Trade-durable Goods, with 10% of employment. The third largest was Miscellaneous Retail, with 9%.

### *Transferable Work Content Skills*

Loading and unloading materials (medium level)  
Answering questions about products and services (medium level)  
Ordering supplies (medium level)  
Compiling numbers and figures (medium level)  
Compiling and cataloging written information (medium level)  
Computing and totaling charges (medium level)  
Receiving and storing stock (medium level)

### *Education*

High school, plus on-the-job training

A high school education is usually sufficient for beginning jobs in this occupation. New employees usually are trained on the job.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 52.0499 Administrative and Secretarial Services, Other
- on-the-job training
- military services

### *Aptitudes*

General learning ability

Middle third - significant to this occupation

Verbal aptitude	Middle third
Numerical aptitude	Middle third - significant to this occupation
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Middle third - significant to this occupation
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Middle third

## ***Physical Demands***

Light (10 lbs to 20 lbs)

## ***Physical Activities***

Lifting  
Carrying  
Standing for long periods  
Reaching  
Using hands  
Using fingers  
Seeing clearly up close  
Walking

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Stock Control Clerk (219.387-030)*

Performs any combination of following tasks to compile records concerned with ordering, receiving, storing, issuing, and shipping materials, supplies, and equipment.

*Parts Clerk (222.367-042)*

Receives, stores, and issues spare and replacement parts, equipment, and expendable items used in repair or maintenance shop. Takes inventory of parts and equipment and maintains inventory records. May drive truck to pick up incoming stock or to pick up and deliver parts to units in other buildings or locations. May sell auto parts to customers. May be designated according to type of parts issued as Parts Clerk, Automobile Repair (clerical); Parts Clerk, Plant Maintenance (clerical).

*Inventory Clerk (222.387-026)*

Compiles and maintains records of quantity, type, and value of material, equipment, merchandise, or supplies stocked in establishment.

*Material Clerk (222.387-034)*

Compiles and maintains records of quantity, cost, and type of material received, stocked, and issued, and prepares material requisitions.

*Central-Supply Worker (381.687-010)*

Performs any combination of following duties.

*Sample Worker (920.687-154)*

Prepares articles, such as curtains, draperies, rugs, or towels, for use as display samples, performing any combination of following duties.

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**Sources:**      *Choices CT*© and the *Maine Economic Data Inventory*.

# Waiter and Waitress

## Occupational Profile for Maine

### *Job Description*

Greets patrons in eating places. Makes recommendations and answers questions about food and beverages. Takes food and drink orders from customers. Serves the food and drinks to customers. Makes out checks and sometimes takes payments. May remove dirty dishes and set tables.

### *Wages*

Their average wage in Maine in 1997 was \$6.03 per hour. This would be equivalent to \$1,045 per month or \$12,542 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Waiters and Waitresses employed in the area in 1996 was 10,709. It is projected that in 2006 there will be 11,708. This represents a growth rate of 9.3% over this period, slower than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 647 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Waiters and Waitresses in the area in 1996 was Eating & Drinking Places, with 78% of the total employment for this occupation. The next largest industry for this occupation was Hotels & Other Lodging Places, with 13% of employment. The third largest was Amusement & Recreation Services, with 3%.

### *Transferable Work Content Skills*

- Copying written records (basic level)
- Providing lodging or meal services (basic level)
- Waiting on customers (basic level)
- Computing and totaling charges (basic level)

### *Education*

High school preferred, plus short term, on-the-job training

There are no specific educational requirements for food and beverage service jobs although many employers prefer to hire high school graduates for waiter and waitress positions.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 12.0507 Waiter/Waitress and Dining Room Manager
- on-the-job training

### *Aptitudes*

- |                          |   |
|--------------------------|---|
| General learning ability | Middle third - significant to this occupation |
| Verbal aptitude          | Middle third - significant to this occupation |
| Numerical aptitude       | Bottom third                                  |
| Spatial perception       | Bottom third                                  |

Form perception	Bottom third
Clerical perception	Bottom third
Eye-hand coordination	Middle third
Finger dexterity	Bottom third
Manual dexterity	Middle third - significant to this occupation

### ***Physical Demands***

Light (10 lbs to 20 lbs)

### ***Physical Activities***

Carrying  
 Standing for long periods  
 Reaching  
 Using hands  
 Talking  
 Hearing  
 Seeing clearly up close  
 Walking

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Wine Steward/stewardess (310.357-010)*

Selects, requisitions, stores, sells, and serves wines in restaurant.

*Waiter/waitress, Head (311.137-022)*

Supervises and coordinates activities of dining-room employees engaged in providing courteous and rapid service to diners.

*Waiter/waitress, Bar (311.477-018)*

Serves beverages to patrons seated at tables in bar or cocktail lounge. Computes bill and accepts payment. May take orders for and serve light meals and hors d'oeuvres. May request identification from customers when legal age is questioned. When working in establishment serving only beer and wine, is designated Waiter/Waitress, Tavern (hotel & rest.).

*Waiter/waitress, Dining Car (311.477-022)*

Serves passengers in railroad dining car.

*Waiter/waitress, Formal (311.477-026)*

Serves meals to patrons according to established rules of etiquette, working in formal setting.

*Waiter/waitress, Informal (311.477-030)*

Serves food to patrons at counters and tables of coffeeshops, lunchrooms, and other dining establishments where food service is informal.

*Waiter/waitress, Buffet (311.674-018)*

Serves or assists diners to serve themselves at buffet or smorgasbord table. Replenishes supplies of food and tableware. May carry trays of food to individual tables for diners.

*Mess Attendant (350.677-010)*

Serves food to officers and crew aboard ship.

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**Sources:** Choices CT© and the Maine Economic Data Inventory.

# Counter Attendant-Lunchroom, Coffee Shop or Cafeteria

## Occupational Profile for Maine

### *Job Description*

Serves food in places that offer fast service or special food delivery, such as carry-outs, soda fountains, and cafeterias. Takes food orders and serves food and drinks. May take payments. May serve in hotels or hospitals. At soda fountains or diners, may also cook, fix sandwiches, and prepare ice cream dishes. In cafeterias, fills trays with desserts, salads, meats, and side orders.

### *Wages*

Their average wage in Maine in 199 was \$6.03 per hour. This would be equivalent to \$1,045 per month or \$12,542 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Counter Attendants-Lunchroom, Coffee Shop or Cafeteria employed in the area in 1996 was 3,607. It is projected that in 2006 there will be 4,006. This represents a growth rate of 11.1% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 323 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Counter Attendants-Lunchroom, Coffee Shop or Cafeteria in the area in 1996 was Eating & Drinking Places, with 72% of the total employment for this occupation. The next largest industry for this occupation was Food Stores, with 8% of employment. The third largest was Educational Services, with 5%.

### *Transferable Work Content Skills*

- Preparing food for customers (basic level)
- Copying written records (basic level)
- Providing lodging or meal services (basic level)
- Waiting on customers (basic level)
- Computing and totaling charges (basic level)

### *Education*

High school preferred, plus short term, on-the-job training

There are no specific educational requirements for food and beverage service jobs. Completion of high school is generally not required for counter attendants.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 12.0507 Waiter/Waitress and Dining Room Manager
- on-the-job training

## ***Aptitudes***

General learning ability	Bottom third
Verbal aptitude	Bottom third
Numerical aptitude	Bottom third
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Bottom third
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Middle third - significant to this occupation

## ***Physical Demands***

Light (10 lbs to 20 lbs)

## ***Physical Activities***

Standing for long periods  
Reaching  
Using hands  
Talking  
Hearing  
Seeing clearly up close

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Fast-Foods Worker (311.472-010)*

Serves customer of fast food restaurant.

*Car Hop (311.477-010)*

Serves food and refreshments to patrons in cars.

*Waiter/waitress, Take Out (311.477-038)*

Serves customers at take out counter of restaurant or lunchroom.

*Canteen Operator (311.674-010)*

Serves sandwiches, salads, beverages, desserts, candies, and tobacco to employees in industrial establishment. May collect money for purchases. May order items to replace stocks. May serve hot dishes, such as soups. May serve employees from mobile canteen.

*Counter Attendant, Cafeteria (311.677-014)*

Serves food from counters and steamtables to cafeteria patrons.

*Fountain Server (319.474-010)*

Prepares and serves soft drinks and ice cream dishes, such as ice cream sundaes, malted milks, sodas, and fruitades, using memorized formulas and methods or following directions. Cleans glasses, dishes, and fountain equipment and polishes metalwork on fountain. May prepare and serve sandwiches [SANDWICH MAKER (hotel & rest.) 317.664-010] or other foods [COUNTER ATTENDANT, LUNCHROOM OR COFFEE SHOP (hotel & rest.) 311.477-014]. May verify and total customer's bill, accept cash, and make change.

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**Sources:** Choices CT© and the Maine Economic Data Inventory.



# Cook-Restaurants

## Occupational Profile for Maine

### *Job Description*

Plans menus and cooks food in eating establishments. Prepares a wide selection of dishes for each meal. Measures, mixes, and cooks ingredients, and follows recipes. Handles food when measuring, cleaning, and preparing it. Uses a wide variety of kitchen utensils and equipment. May keep records of food supplies and order food as needed.

### *Wages*

Their average wage in Maine in 1997 was \$8.11 per hour. This would be equivalent to \$1,405 per month or \$16,868 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Cooks-Restaurants employed in the area in 1996 was 3,927. It is projected that in 2006 there will be 4,585. This represents a growth rate of 16.8% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 159 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Cooks-Restaurants in the area in 1996 was Eating & Drinking Places, with 74% of the total employment for this occupation. The next largest industry for this occupation was Hotels & Other Lodging Places, with 14% of employment. The third largest was Private Households/Self-Employed, with 9%.

### *Transferable Work Content Skills*

- Using food and drink preparation equipment (high level)
- Preparing food for customers (high level)
- Measuring ingredients for recipes (high level)
- Providing lodging or meal services (high level)
- Preparing simple food orders (high level)

### *Education*

High school preferred, plus long term, on-the-job training

Even though a high school education is not required for beginning jobs, it is recommended for those planning a career as a cook. An increasing number of cooks are obtaining their training through high school or post-high school programs and 2- or 4-year colleges. Certification by the American Culinary Federation provides valuable recognition of the skills of a cook.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 12.0503 Culinary Arts/Chef Training
- 12.0505 Kitchen Personnel/Cook and Assistant Training
- apprenticeship

## ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Middle third
Numerical aptitude	Middle third
Spatial perception	Bottom third
Form perception	Middle third
Clerical perception	Bottom third
Eye-hand coordination	Middle third - significant to this occupation
Finger dexterity	Bottom third
Manual dexterity	Middle third - significant to this occupation

## ***Physical Demands***

Medium (20 lbs to 50 lbs)

## ***Physical Activities***

Lifting  
Carrying  
Standing for long periods  
Reaching  
Using hands  
Using fingers  
Seeing clearly up close

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Cook, Specialty, Foreign Food (313.361-030)*

Plans menus and cooks foreign-style dishes, dinners, desserts, and other foods, according to recipes.

*Garde Manger (313.361-034)*

Prepares such dishes as meat loaves and salads, utilizing leftover meats, seafoods, and poultry.

*Cook, Barbecue (313.381-022)*

Prepares, seasons, and barbecues pork, beef, chicken, and other types of meat.

*Cook, Station (315.361-022)*

Prepares, seasons, and cooks food on menu from station aboard passenger vessel.

*Cook, Railroad (315.381-018)*

Prepares, seasons, and cooks food in railroad dining car, following recipes for preplanned menus.

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**Sources:**      *Choices CT*© and the *Maine Economic Data Inventory*.

# Cook-Fast Food

## Occupational Profile for Maine

### *Job Description*

Prepares food to order in restaurants and coffee shops that emphasize fast service. Grills and garnishes hamburgers, prepares sandwiches, fries eggs, and cooks French fried potatoes. Often works on several orders at the same time. May prepare a limited selection of menu items in fast-food restaurants. Cooks and packages batches of food such as hamburgers and fried chicken, which are prepared to order or kept warm until sold.

### *Wages*

Their average wage in Maine in 1997 was \$6.50 per hour. This would be equivalent to \$1,126 per month or \$13,520 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Cooks-Fast Food employed in the area in 1996 was 2,586. It is projected that in 2006 there will be 3,117. This represents a growth rate of 20.5% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 115 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Cooks-Fast Food in the area in 1996 was Eating & Drinking Places, with 93% of the total employment for this occupation.

### *Transferable Work Content Skills*

- Using food and drink preparation equipment (medium level)
- Preparing food for customers (medium level)
- Measuring ingredients for recipes (medium level)
- Providing lodging or meal services (medium level)
- Waiting on customers (medium level)

### *Education*

High school preferred, plus short term, on-the-job training

Most kitchen workers start as fast-food or short-order cooks, or in one of the other less skilled kitchen positions that require little education or training and that allow them to acquire their skills on the job. Even though a high school education is not required for beginning jobs, it is recommended for those planning a career as a cook or chef.

Related Education Programs (by CIP – Classification of Instructional Program codes)

Although there is no formal training requirement for this job, most people receive short periods of on-the-job training

- 12.0505 Kitchen Personnel/Cook and Assistant Training

## ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Bottom third
Numerical aptitude	Bottom third
Spatial perception	Bottom third
Form perception	Middle third - significant to this occupation
Clerical perception	Bottom third
Eye-hand coordination	Middle third - significant to this occupation
Finger dexterity	Bottom third
Manual dexterity	Middle third - significant to this occupation

## ***Physical Demands***

Medium (20 lbs to 50 lbs)

## ***Physical Activities***

Lifting  
Carrying  
Standing for long periods  
Reaching  
Using hands  
Using fingers  
Seeing clearly up close

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Cook, Short Order (313.374-014)*

Prepares food and serves restaurant patrons at counters or tables.

*Sandwich Maker (317.664-010)*

Prepares sandwiches to individual order of customers.

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**Sources:** *Choices CT*© and the *Maine Economic Data Inventory*.

# Food Preparation Worker

## Occupational Profile for Maine

### *Job Description*

Prepares cold cuts, seafood, salads, and other foods. May specialize in preparing a certain type of food. May bone and carve meats or remove shells from seafood. May make coffee, tea, or other drinks. Works under the direction of the chef. Works in hotels, restaurant kitchens, or other places that prepare food.

### *Wages*

Their average wage in Maine in 1997 was \$6.91 per hour. This would be equivalent to \$1,197 per month or \$14,372 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Food Preparation Workers employed in the area in 1996 was 6,411. It is projected that in 2006 there will be 7,540. This represents a growth rate of 17.6% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 440 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Food Preparation Workers in the area in 1996 was Eating & Drinking Places, with 45% of the total employment for this occupation. The next largest industry for this occupation was Educational Services, with 23% of employment. The third largest was Health Services, with 13%.

### *Transferable Work Content Skills*

- Using food and drink preparation equipment (basic level)
- Preparing food for customers (basic level)
- Measuring ingredients for recipes (basic level)
- Providing lodging or meal services (basic level)
- Preparing simple food orders (basic level)
- Sorting products and materials (basic level)

### *Education*

High school preferred, plus short term, on-the-job training

Most kitchen workers start as fast-food or short-order cooks, or in one of the other less skilled kitchen positions that require little education or training and that allow them to acquire their skills on the job. Even though a high school education is not required for beginning jobs, it is recommended for those planning a career as a cook or chef.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 12.0505 Kitchen Personnel/Cook and Assistant Training
- 20.0401 Institutional Food Workers and Administrators, General
- on-the-job training

## ***Aptitudes***

General learning ability	Bottom third
Verbal aptitude	Bottom third
Numerical aptitude	Bottom third
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Bottom third
Eye-hand coordination	Middle third - significant to this occupation
Finger dexterity	Middle third - significant to this occupation
Manual dexterity	Middle third - significant to this occupation

## ***Physical Demands***

Light (10 lbs to 20 lbs)

## ***Physical Activities***

Lifting  
Carrying  
Standing for long periods  
Reaching  
Using hands  
Using fingers

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Carver (316.661-010)*

Carves individual portions from roasts and poultry to obtain maximum number of meat portions, using carving knives and meat-slicing machines.

*Deli Cutter-Slicer (316.684-014)*

Cuts delicatessen meats and cheeses, using slicing machine, knives, or other cutters.

*Salad Maker (317.384-010)*

Prepares salads, fruits, melons, and gelatin desserts.

*Pantry Goods Maker (317.684-014)*

Prepares salads, appetizers, sandwich fillings, and other cold dishes.

*Food Assembler, Kitchen (319.484-010)*

Prepares meal trays in commissary kitchen for inflight service of airlines, multiunit restaurant chains, industrial caterers, or educational, and similar institutions, performing any combination of following duties.

*Caterer Helper (319.677-010)*

Prepares and serves food and refreshments at social affairs, under supervision of CATERER (personal ser.).

*Food-Service Worker, Hospital (319.677-014)*

Prepares and delivers food trays to hospital patients, performing any combination of following duties on tray line.

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**Sources:** Choices CT© and the Maine Economic Data Inventory.

# Fast Food Worker

## Occupational Profile for Maine

### *Job Description*

Prepares food to order in restaurants and coffee shops that emphasize fast service. Grills and garnishes hamburgers, prepares sandwiches, fries eggs, and cooks French fried potatoes. Often works on several orders at the same time. May prepare a limited selection of menu items in fast-food restaurants. Cooks and packages batches of food such as hamburgers and fried chicken, which are prepared to order or kept warm until sold.

### *Wages*

Their average wage in Maine in 1997 was \$6.48 per hour. This would be equivalent to \$1,123 per month or \$13,478 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Fast Food Workers employed in the area in 1996 was 6,139. It is projected that in 2006 there will be 7,013. This represents a growth rate of 14.2% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 400 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Fast Food Workers in the area in 1996 was Eating & Drinking Places, with 69% of the total employment for this occupation. The next largest industry for this occupation was Food Stores, with 24% of employment. The third largest was General Merchandise Stores, with 1%.

### *Transferable Work Content Skills*

- Using food and drink preparation equipment (medium level)
- Preparing food for customers (medium level)
- Measuring ingredients for recipes (medium level)
- Providing lodging or meal services (medium level)
- Waiting on customers (medium level)

### *Education*

High school preferred, plus short term, on-the-job training

Most kitchen workers start as fast-food or short-order cooks, or in one of the other less skilled kitchen positions that require little education or training and that allow them to acquire their skills on the job. Even though a high school education is not required for beginning jobs, it is recommended for those planning a career as a cook or chef.

Related Education Programs (by CIP – Classification of Instructional Program codes)

Although there is no formal training requirement for this job, most people receive short periods of on-the-job training

- 12.0505 Kitchen Personnel/Cook and Assistant Training

## ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Bottom third
Numerical aptitude	Bottom third
Spatial perception	Bottom third
Form perception	Middle third - significant to this occupation
Clerical perception	Bottom third
Eye-hand coordination	Middle third - significant to this occupation
Finger dexterity	Bottom third
Manual dexterity	Middle third - significant to this occupation

## ***Physical Demands***

Medium (20 lbs to 50 lbs)

## ***Physical Activities***

Lifting  
Carrying  
Standing for long periods  
Reaching  
Using hands  
Using fingers  
Seeing clearly up close

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Cook, Short Order (313.374-014)*

Prepares food and serves restaurant patrons at counters or tables.

*Sandwich Maker (317.664-010)*

Prepares sandwiches to individual order of customers.

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**Sources:** *Choices CT*© and the *Maine Economic Data Inventory*.



# Dental Assistant

## Occupational Profile for Maine

### *Job Description*

Works with dentists as they examine and treat patients. Makes patients comfortable in the dental chair, prepares them for treatment, and takes their dental records. Hands the dentist the proper instruments and materials. Sterilizes and disinfects instruments and equipment, and prepares tray setups for dental work. Keeps patients' mouth clear by using suction or other devices. Prepares materials for making impressions and restorations, exposes radio-graphs, and processes dental x-ray film. Instructs patients in oral health care. May remove sutures, or apply anesthetics and cavity preventive agents to teeth and gums. May schedule appointments, receive patients, keep treatment records, and order dental supplies.

### *Wages*

Their average wage in Maine in 1997 was \$10.21 per hour. This would be equivalent to \$1,769 per month or \$21,236 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Dental Assistants employed in the area in 1996 was 685. It is projected that in 2006 there will be 898. This represents a growth rate of 31.1% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 38 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Dental Assistants in the area in 1996 was Health Services, with 97% of the total employment for this occupation. The next largest industry for this occupation was Private Households/Self-Employed, with 1% of employment. The third largest was Federal Government, with 1%.

### *Transferable Work Content Skills*

- Using medical or dental instruments to treat patients (medium level)
- Explaining health care and treatments to patients (medium level)
- Treating physical or mental problems (medium level)
- Working as a member of a health services team (medium level)
- Collecting and recording medical information (medium level)

### *Education*

High school, plus on-the-job training

This is an entry level position. Most assistants learn their skills on the job, though many are trained in 1 or 2 year dental assisting programs offered by community and junior colleges, trade schools, and technical institutes which require high school graduation for admission. Dental Assistants who pass an examination administered by the Dental Assisting National Board, Inc., may use the designation of Certified Dental Assistant (CDA). Some states offer registration or licensure in addition to this national certification program.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 51.0601 Dental Assistant

- military services

### ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Middle third - significant to this occupation
Numerical aptitude	Middle third
Spatial perception	Bottom third
Form perception	Middle third
Clerical perception	Middle third
Eye-hand coordination	Bottom third
Finger dexterity	Middle third - significant to this occupation
Manual dexterity	Middle third - significant to this occupation

### ***Physical Demands***

Light (10 lbs to 20 lbs)

### ***Physical Activities***

Standing for long periods  
Reaching  
Using hands  
Using fingers  
Hearing  
Seeing clearly up close

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Orthopedic Assistant (078.664-010)*

Applies, adjusts, and removes casts, assembles traction apparatus, and fits strappings and splints for orthopedic patients according to medical staff instructions, using handtools.

*Chiropractor Assistant (079.364-010)*

Aids CHIROPRACTOR (medical ser.) during physical examination of patients, gives specified office treatments, and keeps patients' records.

*Optometric Assistant (079.364-014)*

Performs any combination of following tasks to assist OPTOMETRIST (medical ser.) 079.101-018.

*First Aid Attendant (354.677-010)*

Renders first aid and subsequent treatment to injured or ill employees at industrial plant, commercial establishment, mine, or construction site.

*Occupational Therapy Aide (355.377-010)*

Assists OCCUPATIONAL THERAPIST (medical ser.) 076.121-010 or OCCUPATIONAL THERAPY ASSISTANT (medical ser.) 076.364-010 in occupational therapy program in hospital or similar institution.

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**Sources:** Choices CT© and the Maine Economic Data Inventory.

# Medical Assistant

## Occupational Profile for Maine

### *Job Description*

Performs routine clinical duties under the direction of a doctor. Hands instruments to the doctor. Measures vital signs and records information on patients' charts. Prepares treatment rooms. Drapes patients with covering and gets out instruments and equipment. May give injections and perform routine laboratory tests. Also handles clerical tasks to keep the doctor's office running smoothly. Answers telephones, greets patients, updates and files patient records, fills out insurance forms, handles correspondence, schedules appointments, and handles billing. May key patients' data into computer.

### *Wages*

Their average wage in Maine in 1997 was \$9.67 per hour. This would be equivalent to \$1,676 per month or \$20,113 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Medical Assistants employed in the area in 1996 was 718. It is projected that in 2006 there will be 1,213. This represents a growth rate of 68.9% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 64 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Medical Assistants in the area in 1996 was Health Services, with 98% of the total employment for this occupation. The next largest industry for this occupation was State Government, with less than 1% of employment.

### *License/Certification*

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station, Gardiner Annex-Northern Avenue, Augusta, ME, 04333-0035, Tel 207-624-8603

### *Transferable Work Content Skills*

- Operating word processors (medium level)
- Explaining health care and treatments to patients (medium level)
- Interviewing people to obtain information (medium level)
- Treating physical or mental problems (medium level)
- Working as a member of a health services team (medium level)
- Preparing and organizing verbal records (medium level)
- Collecting and recording medical information (medium level)
- Creating and using computerized medical records (medium level)

### *Education*

1-2 years postsecondary training

Most employers prefer to hire graduates of formal programs in medical assisting. Formal programs in medical assisting are offered in vocational-technical high schools, postsecondary vocational schools,

community and junior colleges, and in colleges and universities. Postsecondary programs usually last either 1 year, resulting in a certificate or diploma, or 2 years, resulting in an associate degree. Applicants usually need a high school diploma or the equivalent.

Related Education Programs: (by CIP – Classification of Instructional Program codes)

- 51.0705 Medical Office Management
- 51.0801 Medical Assistant
- 51.0804 Ophthalmic Medical Assistant
- 51.0899 Health and Medical Assistants, Other
- certification available
- accredited by CAAHEP

### ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Middle third - significant to this occupation
Numerical aptitude	Bottom third
Spatial perception	Bottom third
Form perception	Middle third
Clerical perception	Middle third - significant to this occupation
Eye-hand coordination	Middle third
Finger dexterity	Middle third
Manual dexterity	Middle third

### ***Physical Demands***

Light (10 lbs to 20 lbs)

### ***Physical Activities***

Reaching  
Using hands  
Using fingers  
Talking  
Hearing  
Seeing clearly up close

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Chiropractor Assistant (079.364-010)*

Aids CHIROPRACTOR (medical ser.) during physical examination of patients, gives specified office treatments, and keeps patients' records.

*Podiatric Assistant (079.374-018)*

Assists PODIATRIST (medical ser.) in patient care. Prepares patients for treatment, sterilizes instruments, performs general office duties, and assists PODIATRIST (medical ser.) in preparing dressings, administering treatments, and developing x rays.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*

# Nursing Aide

## Occupational Profile for Maine

### *Job Description*

Performs a variety of duties to care for ill and injured people. Answers patients' bell calls, delivers messages, serves meals, makes beds. Feeds, bathes, and dresses patients. Helps patients get in and out of bed and walk around. Stores or moves medical supplies, and cleans patients' room. May take temperatures, pulse, respiration, and blood pressure. Works under the supervision of medical and nursing staff. May work in hospitals, nursing homes, or patients' homes. In patients' homes may clean, do laundry, plan meals, shop for food, and prepare meals.

### *Wages*

Their average wage in Maine in 1997 was \$7.73 per hour. This would be equivalent to \$1,339 per month or \$16,078 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Nursing Aides employed in the area in 1996 was 10,441. It is projected that in 2006 there will be 12,663. This represents a growth rate of 21.3% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 363 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Nursing Aides in the area in 1996 was Health Services, with 70% of the total employment for this occupation. The next largest industry for this occupation was Business Services, with 9% of employment. The third largest was Private Households/Self-Employed, with 8%.

### *Transferable Work Content Skills*

- Cleaning objects and buildings (medium level)
- Treating physical or mental problems (medium level)
- Providing health care support services (medium level)
- Providing personal care services (medium level)
- Working as a member of a health services team (medium level)
- Sorting products and materials (medium level)

### *Education*

High school preferred, plus short term, on-the-job training

In many cases, neither a high school diploma nor previous work experience is necessary for jobs as nursing aides. This is often an entry level job. Nursing aide training is widely available.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 51.1614 Nurse Assistant/Aide
- 51.1615 Home Health Aide
- 51.2601 Health Aide

- may require certification

### ***Aptitudes***

General learning ability	Bottom third
Verbal aptitude	Bottom third
Numerical aptitude	Bottom third
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Middle third - significant to this occupation
Eye-hand coordination	Middle third
Finger dexterity	Middle third - significant to this occupation
Manual dexterity	Middle third - significant to this occupation

### ***Physical Demands***

Medium (20 lbs to 50 lbs)

### ***Physical Activities***

Lifting  
Carrying  
Pushing or pulling  
Standing for long periods  
Reaching  
Using hands  
Talking  
Hearing  
Seeing clearly up close  
Walking

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Birth Attendant (354.377-010)*

Provides assistance to women during childbirth, in absence of medical practitioner. May function under supervision of local or state health department.

*First-Aid Attendant (354.677-010)*

Renders first aid and subsequent treatment to injured or ill employees at industrial plant, commercial establishment, mine, or construction site.

*Nurse Assistant (355.674-014)*

Performs any combination of following duties in care of patients in hospital, nursing home, or other medical facility, under direction of nursing and medical staff.

*Orderly (355.674-018)*

Performs any combination of following tasks, as directed by nursing and medical staff, to care for patients in hospital, nursing home, or other medical facility.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*

# Home Health Aide

## Occupational Profile for Maine

### *Job Description*

Helps elderly, disabled, and ill persons live in their own homes instead of in a health facility. Provides housekeeping services, personal care, and emotional support for their clients. Cleans client's houses, does laundry, and changes bed linens. May also plan meals (including special diets), shop for food, and cook. May help clients move from bed, bathe, dress, and groom. May also check pulse, temperature, and respiration; help with simple prescribed exercises; and assist with medication routines. Some accompany clients outside the home, serving as a guide, companion, and aide. Keeps records of services performed and of the client's condition and progress.

### *Wages*

Their average wage in Maine in 1997 was \$8.47 per hour. This would be equivalent to \$1,468 per month or \$17,617 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Home Health Aides employed in the area in 1996 was 3,669. It is projected that in 2006 there will be 6,271. This represents a growth rate of 70.9% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 309 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Home Health Aides in the area in 1996 was Health Services, with 45% of the total employment for this occupation. The next largest industry for this occupation was Social Services, with 25% of employment. The third largest was Business Services, with 24%.

### *Transferable Work Content Skills*

- Cleaning objects and buildings (basic level)
- Treating physical or mental problems (basic level)
- Providing health care support services (basic level)
- Providing personal care services (basic level)
- Collecting and recording medical information (basic level)

### *Education*

High school preferred, plus short term, on-the-job training

In some States, this occupation is open to individuals with no formal training. On-the-job training is generally provided. Other States may require formal training, depending on Federal or State law. The Federal Government has enacted guidelines for home health aides whose employers receive reimbursement from Medicare. The Federal law suggests at least 75 hours of classroom and practical training supervised by a registered nurse. Training and testing programs may be offered by the employing agency, but they must meet the approval of the Health Care Financing Administration. Training programs may vary depending upon state regulations.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 51.1614 Nurse Assistant/Aide
- 51.1615 Home Health Aide
- 51.2601 Health Aide

### ***Aptitudes***

General learning ability	Middle third
Verbal aptitude	Middle third - significant to this occupation
Numerical aptitude	Bottom third
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Bottom third
Eye-hand coordination	Middle third - significant to this occupation
Finger dexterity	Bottom third
Manual dexterity	Middle third - significant to this occupation

### ***Physical Demands***

Medium (20 lbs to 50 lbs)

### ***Physical Activities***

Lifting  
Carrying  
Pushing or pulling  
Reaching  
Using hands  
Talking  
Hearing  
Seeing clearly up close

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Home Attendant (354.377-014)*

Cares for elderly, convalescent, or handicapped persons in patient's home, performing any combination of following tasks.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*



# Psychiatric Aide

## Occupational Profile for Maine

### *Job Description*

Helps mentally ill patients under the direction of nursing and medical staff. Accompanies patients to shower rooms and helps with bathing and dressing. Socializes with patients and leads them in educational and recreational activities. Watches patients to detect unusual behavior. Takes patients to and from wards for treatment and examination. Gives medicine, measures vital signs, and performs routine nursing duties. Helps patients eat. May clean rooms and wards.

### *Wages*

Their average wage in Maine in 1997 was \$10.50 per hour. This would be equivalent to \$1,820 per month or \$21,840 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Psychiatric Aides employed in the area in 1996 was 527. It is projected that in 2006 there will be 680. This represents a growth rate of 29.0% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 22 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Psychiatric Aides in the area in 1996 was Social Services, with 48% of the total employment for this occupation. The next largest industry for this occupation was Health Services, with 48% of employment. The third largest was State Government, with 4%.

### *Transferable Work Content Skills*

- Cleaning objects and buildings (medium level)
- Treating physical or mental problems (medium level)
- Providing health care support services (medium level)
- Working as a member of a health services team (medium level)
- Collecting and recording medical information (medium level)

### *Education*

High school preferred, plus short term, on-the-job training

Hiring requirements for psychiatric aides are usually minimal; neither high school diploma nor previous work experience is necessary in many cases although some States require the completion of a formal training program.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 51.1502 Psychiatric/Mental Health Services Technician
- 51.1614 Nurse Assistant/Aide

### ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Middle third - significant to this occupation
Numerical aptitude	Bottom third
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Bottom third
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Middle third - significant to this occupation

### ***Physical Demands***

Medium (20 lbs to 50 lbs)

### ***Physical Activities***

Lifting  
Carrying  
Standing for long periods  
Reaching  
Using hands  
Talking  
Hearing  
Seeing clearly up close  
Using field of vision  
Walking

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Mental-Retardation Aide (355.377-018)*

Assists in providing self-care training and therapeutic treatments to residents of mental retardation center.

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**Sources:** *Choices CT*© and the *Maine Economic Data Inventory*.

# Physical Therapy Assistant and Aides

## Occupational Profile for Maine

### *Job Description*

Helps with physical therapy treatment under the direction of physical therapist. Instructs patients in a wide variety of treatments that may include manual exercises on a treadmill, stationary bike, or weight lifting equipment. Gives massage, heat, water, light, sound, and electrical treatments. Monitors patients' progress during treatment, and records their progress. Fits, adjusts, and trains patients to use supportive devices such as braces, prostheses, and walkers.

### *Wages*

Their average wage in Maine in 1997 was \$10.91 per hour. This would be equivalent to \$1,891 per month or \$22,692 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Physical Therapy Assistants and Aides employed in the area in 1996 was 314. It is projected that in 2006 there will be 471. This represents a growth rate of 50.0% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 23 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Physical Therapy Assistants and Aides Managers in the area in 1996 was Health Services, with 97% of the total employment for this occupation. The next largest industry for this occupation was Federal Government, with 1% of employment.

### *License/Certification*

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station, Gardiner Annex-Northern Avenue, Augusta, ME, 04333-0035, Tel 207-624-8603

### *Transferable Work Content Skills*

- Operating medical diagnostic equipment (medium level)
- Explaining health care and treatments to patients (medium level)
- Treating physical or mental problems (medium level)
- Working as a member of a health services team (medium level)
- Collecting and recording medical information (medium level)

### *Education*

Associate's degree

People in this occupation typically have earned an associate's degree from an accredited program. In 1997, 44 states and territories required assistants to be certified or licensed.

Related Education Programs: (by CIP – Classification of Instructional Program codes)

- 51.0806 Physical Therapy Assistant
- military services

- licensure may be required

### ***Aptitudes***

General learning ability	Top one-third - significant to this occupation
Verbal aptitude	Top one-third - significant to this occupation
Numerical aptitude	Middle third
Spatial perception	Middle third
Form perception	Middle third
Clerical perception	Middle third
Eye-hand coordination	Top one-third
Finger dexterity	Top one-third - significant to this occupation
Manual dexterity	Top one-third - significant to this occupation

### ***Physical Demands***

Medium (20 lbs to 50 lbs)

### ***Physical Activities***

Lifting  
Carrying  
Pushing or pulling  
Stooping  
Kneeling  
Crouching  
Standing for long periods  
Reaching  
Using hands  
Using fingers  
Using fingertips to feel  
Talking  
Hearing  
Seeing clearly up close  
Focusing eyes  
Walking

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Physical Therapy Aide (355.354-010)*

Prepares patients for physical therapy treatments, assists PHYSICAL THERAPIST (medical ser.) 076.121-014 or PHYSICAL THERAPIST ASSISTANT (medical ser.) 076.224-010 during administration of treatments, and provides routine treatments.

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**Sources:** *Choices CT© and the Maine Economic Data Inventory.*

# **Maids & Room Cleaners**

## **Occupational Profile for Maine**

### ***Job Description***

Keeps office buildings, hospitals, stores, apartment houses, hotels, and other types of buildings clean and in good condition. Wet mops or dry mops floors, cleans bathrooms, vacuums carpets, and dusts furniture. Makes beds and replaces soiled linens. May move and arrange furniture, wash windows, or clean swimming pools. Uses various tools, equipment, and cleaning materials.

### ***Wages***

Their average wage in Maine in 1997 was \$7.15 per hour. This would be equivalent to \$1,239 per month or \$14,872 per year, assuming a 40-hour week worked the year around.

### ***Employment***

The estimated number of Maids & Room Cleaners employed in the area in 1996 was 6,458. It is projected that in 2006 there will be 7,134. This represents a growth rate of 10.5% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 184 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### ***Industry Sectors***

The industry that employed the largest number of Maids & Room Cleaners in the area in 1996 was Hotels and Other Lodging Places, with 39% of the total employment for this occupation. The next largest industry for this occupation was Health Services, with 27% of employment. The third largest was Business Services, with 10%.

### ***Transferable Work Content Skills***

- Cleaning objects and buildings (basic level)
- Following spoken instructions (basic level)
- Ordering supplies (basic level)
- Sorting products and materials (basic level)

### ***Education***

High school preferred, plus short term, on-the-job training

No special education is required for most cleaning jobs, but the beginner should know how simple arithmetic and be able to follow instructions. Most learn their skills on the job.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 20.0601 Custodial, Housekeeping and Home Services Workers and Managers,
- 20.0604 Custodian/Caretaker
- 20.0699 Custodial, Housekeeping and Home Services Workers and Managers,
- on-the-job training

### ***Aptitudes***

General learning ability

Bottom third

Verbal aptitude	Bottom third
Numerical aptitude	Bottom third
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Bottom third
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Middle third - significant to this occupation

### ***Physical Demands***

Medium (20 lbs to 50 lbs)

### ***Physical Activities***

Lifting  
Carrying  
Pushing or pulling  
Stooping  
Standing for long periods  
Reaching  
Using hands  
Walking

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Cleaner, Hospital (323.687-010)*

Cleans hospital patient rooms, baths, laboratories, offices, halls, and other areas.

*Cleaner, Housekeeping (323.687-014)*

Cleans rooms and halls in commercial establishments, such as hotels, restaurants, clubs, beauty parlors, and dormitories, performing any combination of following duties.

*Housecleaner (323.687-018)*

Performs any combination of following duties to maintain hotel premises in clean and orderly manner.

*Cleaner, Commercial or Institutional (381.687-014)*

Keeps premises of office building, apartment house, or other commercial or institutional building in clean and orderly condition.

*Cleaner, Industrial (381.687-018)*

Keeps working areas in production departments of industrial establishment in clean and orderly condition, performing any combination of following duties.

*Cleaner, Laboratory Equipment (381.687-022)*

Cleans laboratory equipment, such as glassware, metal instruments, sinks, tables, and test panels, using solvents, brushes, and rags.

*Janitor (382.664-010)*

Keeps hotel, office building, apartment house, or similar building in clean and orderly condition and tends furnace, air-conditioner, and boiler to provide heat, cool air, and hot water for tenants, performing any combination of following duties.

# Janitor

## Occupational Profile for Maine

### *Job Description*

Keeps office buildings, hospitals, stores, apartment houses, hotels, and other types of buildings clean and in good condition. Wet mops or dry mops floors, cleans bathrooms, vacuums carpets, and dusts furniture. Makes beds and replaces soiled linens. May move and arrange furniture, wash windows, or clean swimming pools. May fix leaky faucets, empty trash cans, do painting and carpentry, or mow lawns. Uses various tools, equipment, and cleaning materials. May tend furnace or repair air-condition systems.

### *Wages*

Their average wage in Maine in 1997 was \$8.21 per hour. This would be equivalent to \$1,423 per month or \$17,076 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Janitors employed in the area in 1996 was 10,717. It is projected that in 2006 there will be 11,274. This represents a growth rate of 5.2% over this period, slower than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 273 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Janitors in the area in 1996 was Educational Services, with 26% of the total employment for this occupation. The next largest industry for this occupation was Business Services, with 21% of employment. The third largest was Private Households/Self-Employed, with 15%.

### *Transferable Work Content Skills*

- Cleaning objects and buildings (basic level)
- Following spoken instructions (basic level)
- Ordering supplies (basic level)
- Sorting products and materials (basic level)

### *Education*

High school preferred, plus short term, on-the-job training

No special education is required for most cleaning jobs, but the beginner should know how simple arithmetic and be able to follow instructions. High school shop courses are helpful for minor repair work. Most learn their skills on the job.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 20.0601 Custodial, Housekeeping and Home Services Workers and Managers,
- 20.0604 Custodian/Caretaker
- 20.0699 Custodial, Housekeeping and Home Services Workers and Managers,
- on-the-job training

## ***Aptitudes***

General learning ability	Bottom third
Verbal aptitude	Bottom third
Numerical aptitude	Bottom third
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Bottom third
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Middle third - significant to this occupation

## ***Physical Demands***

Medium (20 lbs to 50 lbs)

## ***Physical Activities***

Lifting  
Carrying  
Pushing or pulling  
Stooping  
Standing for long periods  
Reaching  
Using hands  
Walking

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Cleaner, Hospital (323.687-010)*

Cleans hospital patient rooms, baths, laboratories, offices, halls, and other areas.

*Cleaner, Housekeeping (323.687-014)*

Cleans rooms and halls in commercial establishments, such as hotels, restaurants, clubs, beauty parlors, and dormitories, performing any combination of following duties.

*Housecleaner (323.687-018)*

Performs any combination of following duties to maintain hotel premises in clean and orderly manner.

*Cleaner, Commercial or Institutional (381.687-014)*

Keeps premises of office building, apartment house, or other commercial or institutional building in clean and orderly condition.

*Cleaner, Industrial (381.687-018)*

Keeps working areas in production departments of industrial establishment in clean and orderly condition, performing any combination of following duties.

*Cleaner, Laboratory Equipment (381.687-022)*

Cleans laboratory equipment, such as glassware, metal instruments, sinks, tables, and test panels, using solvents, brushes, and rags.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*



# Amusement and Recreation Attendant

## Occupational Profile for Maine

### *Job Description*

Provides services to people at amusement or recreational places, such as golf courses and bowling alleys. Issues equipment and schedules use of facilities. Collects fees and informs players of rules. Also may repair, sell, or rent out equipment. May provide services such as carrying golf bags or racking pool balls. May tend rides at a carnival or fair or entice passers by to enter side shows.

### *Wages*

Their average wage in Maine in 1997 was \$6.51 per hour. This would be equivalent to \$1,1128 per month or \$13,540 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Amusement and Recreation Attendants employed in the area in 1996 was 708. It is projected that in 2006 there will be 899. This represents a growth rate of 27.0% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 32 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Amusement and Recreation Attendants in the area in 1996 was Amusement & Recreation Services, with 56% of the total employment for this occupation. The next largest industry for this occupation was Hotels & Other Lodging Places, with 16% of employment. The third largest was Local Government, with 14%.

### *Transferable Work Content Skills*

- Giving information on events and procedures (basic level)
- Providing recreation and entertainment activities (basic level)
- Waiting on customers (basic level)
- Computing and totaling charges (basic level)
- Inspecting tools and equipment (basic level)

### *Education*

High school preferred, plus short term, on-the-job training

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 08.0903 Recreation Products/Services Marketing Operations
- 12.0203 Card Dealer
- on-the-job training

### *Aptitudes*

- |                          |   |
|--------------------------|---|
| General learning ability | Middle third - significant to this occupation |
| Verbal aptitude          | Bottom third                                  |
| Numerical aptitude       | Bottom third                                  |
| Spatial perception       | Bottom third                                  |

Form perception	Bottom third
Clerical perception	Bottom third
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Bottom third

### ***Physical Demands***

Light (10 lbs to 20 lbs)

### ***Physical Activities***

Carrying  
Reaching  
Using hands  
Using fingers  
Talking  
Hearing

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Desk Clerk, Bowling Floor (340.367-010)*

Assigns bowling alleys to patrons and collects fees.

*Caddie (341.677-010)*

Carries golf bags or pushes or pulls cart that holds golf bags around golf course for players, handing clubs to players as requested.

*Golf-Range Attendant (341.683-010)*

Performs combination of following duties at golf driving range.

*Game Attendant (342.657-014)*

Induces customers to participate in games at concession booths in parks, carnivals, stadiums, or similar amusement places.

*Ride Operator (342.663-010)*

Operates or informs patrons how to operate mechanical riding devices furnished by amusement parks, carnivals, or similar places of entertainment.

*Cardroom Attendant I (343.467-010)*

Collects house fees from players and sells gambling chips, food, beverages, and tobacco in cardroom.

*Amusement Park Worker (349.664-010)*

Performs any combination of following duties in amusement park.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*

# **Personal and Home Care Aide**

## **Occupational Profile for Maine**

### ***Job Description***

Helps elderly, disabled, and ill people live in their own homes instead of in a health facility. Provides housekeeping, personal care, and emotional support for their clients. Does housekeeping chores such as cooking, cleaning, laundry, and errands. Helps clients move from bed, bathe, dress, and groom. Checks pulse, temperature, and respiration. Helps with simple prescribed exercises, and gives medications. May provide advice to families with nutrition and cleanliness problems. Keeps records of services performed and of the client's condition and progress.

### ***Wages***

Their average wage in Maine in 1997 was \$7.41 per hour. This would be equivalent to \$1,284 per month or \$15,412 per year, assuming a 40-hour week worked the year around.

### ***Employment***

The estimated number of Personal and Home Care Aides employed in the area in 1996 was 783. It is projected that in 2006 there will be 1,411. This represents a growth rate of 80.2% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 77 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### ***Industry Sectors***

The industry that employed the largest number of Personal and Home Care Aides in the area in 1996 was Social Services, with 87% of the total employment for this occupation. The next largest industry for this occupation was Health Services, with 13% of employment.

### ***Transferable Work Content Skills***

- Using food and drink preparation equipment (medium level)
- Cleaning objects and buildings (medium level)
- Preparing food for customers (medium level)
- Counseling and advising people (medium level)
- Providing personal care services (medium level)

### ***Education***

High school preferred, plus short term, on-the-job training

This occupation is usually open to individuals with no formal training.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 20.0602 Elder Care Provider/Companion
- 20.0606 Homemaker's Aide
- on-the-job training

## ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Middle third - significant to this occupation
Numerical aptitude	Bottom third
Spatial perception	Middle third
Form perception	Bottom third
Clerical perception	Middle third
Eye-hand coordination	Middle third - significant to this occupation
Finger dexterity	Bottom third
Manual dexterity	Middle third - significant to this occupation

## ***Physical Demands***

Light (10 lbs to 20 lbs)

## ***Physical Activities***

Lifting  
Carrying  
Reaching  
Using hands  
Using fingers  
Talking  
Hearing  
Seeing clearly up close  
Seeing clearly at a distance  
Judging depth and distance  
Focusing eyes  
Using field of vision  
Seeing color differences

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Homemaker (309.354-010)*

Advises family in private home in dealing with problems, such as nutrition, cleanliness, and household utilities.

*Personal Attendant (309.674-014)*

Performs personal services to employer in private household.

*Companion (309.677-010)*

Cares for elderly, handicapped, or convalescent persons.

*Blind Aide (359.573-010)*

Performs any combination of following duties to assist blind persons.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*

# Child Care Worker

## Occupational Profile for Maine

### *Job Description*

Cares for children in boarding schools, nurseries, day care, hospitals, or playrooms. Greets children when they arrive, and helps them remove outer garments. Helps young children bathe, dress, and eat. Plans recreational activities, instructs children in personal and health habits, and teaches games and songs. Works to build a child's self-esteem, and teaches them how to behave with others. Prepares daily and long-term schedules of activities. Keeps records of each child's progress, and discusses the child's progress and needs with parents.

### *Wages*

Their average wage in Maine in 1997 was \$7.70 per hour. This would be equivalent to \$1,334 per month or \$16,016 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Child Care Workers employed in the area in 1996 was 5,173. It is projected that in 2006 there will be 6,664. This represents a growth rate of 28.8% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 207 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Child Care Workers in the area in 1996 was Private Household/Self-Employed, with 75% of the total employment for this occupation. The next largest industry for this occupation was Social Services, with 15% of employment. The third largest was Membership Organizations, with 3%.

### *Transferable Work Content Skills*

- Providing personal care services (basic level)
- Providing child care services (basic level)
- Planning recreation and entertainment activities (basic level)

### *Education*

High school, plus on-the-job training

Each State has its own licensing requirements that regulate caregiver training, ranging from a high school diploma, to community college courses, to a college degree in child development or early childhood education. Often, child-care workers can obtain employment with a high school diploma and little or no experience.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 20.0102 Child Development, Care and Guidance
- 20.0201 Child Care and Guidance Workers and Managers, General
- 20.0202 Child Care Provider/Assistant
- 20.0299 Child Care and Guidance Workers and Managers, Other

- certification available - license may be required

## ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Middle third
Numerical aptitude	Bottom third
Spatial perception	Bottom third
Form perception	Middle third
Clerical perception	Bottom third
Eye-hand coordination	Middle third - significant to this occupation
Finger dexterity	Bottom third
Manual dexterity	Middle third - significant to this occupation

## ***Physical Demands***

Medium (20 lbs to 50 lbs)

## ***Physical Activities***

Lifting  
Carrying  
Stooping  
Reaching  
Using hands  
Talking  
Hearing  
Seeing clearly up close  
Walking

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Child Care Attendant, School (355.674-010)*

Attends to personal needs of handicapped children while in school to receive specialized academic and physical training.

*Chaperon (359.667-010)*

Accompanies minors on trips to educational institutions, public functions, or recreational activities such as dances, concerts, or sports events, to provide adult supervision in absence of parents. Follows parents' instructions regarding minors' activities and imposes limitations and restrictions to ensure their safety, well-being, and conformance to specified behavior standards. May plan free-time activities. May arrange for transportation, tickets, and meals.

*Attendant, Children's Institution (359.677-010)*

Cares for group of children housed in city, county, private, or other similar institution, under supervision of superintendent of home.

*Nursery School Attendant (359.677-018)*

Organizes and leads activities of prekindergarten children in nursery schools or in playrooms operated for patrons of theaters, department stores, hotels, and similar organizations.

*Playroom Attendant (359.677-026)*

Entertains children in nursery of department store, country club, or similar establishment as service to patrons. Reads aloud, organizes and participates in games, and gives elementary lessons in arts or crafts.

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**Sources:** *Choices CT*© and the *Maine Economic Data Inventory*.

## **Gardener and Groundskeeper (Except Farm)**

### Occupational Profile for Maine

#### ***Job Description***

Takes care of lawns, trees, flowers, and shrubs in a variety of places, such as parks, golf courses, athletic fields, homes, office complexes, shopping malls, hotels, motels, and cemeteries. Performs a full range of duties, including planting trees, moving grass, edging, trimming, fertilizing, aerating, mulching, digging ditches, and picking up litter. Inspects lawns for problems, and applies fertilizers, herbicides, pesticides, and other chemicals. Uses hand tools and motorized equipment. May use spraying and dusting equipment. Also cares for buildings and equipment.

#### ***Wages***

Their average wage in Maine in 1997 was \$8.17 per hour. This would be equivalent to \$1,416 per month or \$16,993 per year, assuming a 40-hour week worked the year around.

#### ***Employment***

The estimated number of Gardeners and Groundskeepers (Except Farm) employed in the area in 1996 was 3,420. It is projected that in 2006 there will be 3,905. This represents a growth rate of 14.2% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 125 openings per year. This does not, however, take into account how many workers will be competing for these openings.

#### ***Industry Sectors***

The industry that employed the largest number of Gardeners and Groundskeepers (Except Farm) in the area in 1996 was Private Households/Self-Employed, with 40% of the total employment for this occupation. The next largest industry for this occupation was Agricultural Services, with 27% of employment. The third largest was Amusement & Recreation Services, with 13%.

#### ***Transferable Work Content Skills***

- Operating agricultural machinery (basic level)
- Using simple hand and power tools (basic level)
- Cleaning objects and buildings (basic level)
- Growing and harvesting plants (basic level)
- Following spoken instructions (basic level)
- Sorting products and materials (basic level)

#### ***Education***

High school preferred, plus short term, on-the-job training

There usually are no minimum educational requirements for entry level laborer positions in landscaping, groundskeeping, nursery, greenhouse, and lawn service occupations. In 1996, 2 in 5 workers did not have a high school diploma, although this diploma is necessary for some jobs.

Related Education Programs (by CIP – Classification of Instructional Program codes)  
- 01.0603 Ornamental Horticulture Operations and Management

- 01.0604 Greenhouse Operations and Management
- 01.0605 Landscaping Operations and Management
- 01.0607 Turf Management
- 01.0601 Horticulture Services Operations and Management, General
- 01.0699 Horticulture Services Operations and Management, Other
- on-the-job training

### ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Bottom third
Numerical aptitude	Bottom third
Spatial perception	Middle third - significant to this occupation
Form perception	Bottom third
Clerical perception	Bottom third
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Middle third - significant to this occupation

### ***Physical Demands***

Heavy (50 lbs to 100 lbs)

### ***Physical Activities***

Lifting  
Carrying  
Pushing or pulling  
Stooping  
Reaching  
Using hands  
Using fingers  
Seeing clearly up close  
Walking

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Greenskeeper II (406.683-010)*

Performs any combination of following duties, as directed by GREENSKEEPER (any industry) I, to maintain grounds and turf of golf course in playing condition.

*Cemetery Worker (406.684-010)*

Prepares graves and maintains cemetery grounds.

*Groundskeeper, Industrial-Commercial (406.684-014)*

Maintains grounds of industrial, commercial, or public property, performing any combination of following tasks.

*Garden Worker (406.684-018)*

Cultivates and cares for ornamental plants and installs floral displays in indoor or outdoor settings through performance of any combination of following duties as directed by supervisory personnel.

*Lawn-Service Worker (408.684-010)*

Cultivates lawns, using power aerator and thatcher and chemicals according to specifications.



# Veterinary Assistant

## Occupational Profile for Maine

### Job Description

Works under the supervision of a veterinarian. Examines animals, and gives them medications or shots as directed. Measures and records temperature, pulse rate, and respiration. Applies, checks, and changes bandages. Prepares animals for surgery, and gives post-surgery medical treatment as needed. Performs routine laboratory tests. Prepares diets. Monitors animals for signs of illness or behavioral change, and notifies the veterinarian if anything seems wrong.

### Wages

Their average wage in Maine in 1997 was \$8.27 per hour. This would be equivalent to \$1,433 per month or \$17,201 per year, assuming a 40-hour week worked the year around.

### Employment

The estimated number of Veterinary Assistants employed in the area in 1996 was 176. It is projected that in 2006 there will be 224. This represents a growth rate of 27.3% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 10 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### Industry Sectors

The industry that employed the largest number of Veterinary Assistants in the area in 1996 was Agricultural Services, with 100% of the total employment for this occupation.

### Transferable Work Content Skills

- Setting up and operating laboratory testing equipment (medium level)
- Giving injections, drugs, and other medications (medium level)
- Providing health care support services (medium level)
- Working as a member of a health services team (medium level)
- Collecting and recording medical information (medium level)

### Education

High school preferred, plus moderate length, on-the-job training

Related Education Programs (by CIP – Classification of Instructional Program codes)  
- 51.0808 Veterinarian Assistant/Animal Health Technician

### Aptitudes

General learning ability	Middle third
Verbal aptitude	Middle third
Numerical aptitude	Middle third
Spatial perception	Middle third
Form perception	Middle third
Clerical perception	Top one-third - significant to this occupation
Eye-hand coordination	Middle third

Finger dexterity  
Manual dexterity

Middle third - significant to this occupation  
Middle third - significant to this occupation

### ***Physical Demands***

Medium (20 lbs to 50 lbs)

### ***Physical Activities***

Reaching  
Using hands  
Using fingers  
Talking  
Hearing  
Seeing clearly up close

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Animal Caretaker (410.674-010)*

Performs any combination of following duties to attend animals, such as mice, canaries, guinea pigs, mink, dogs, and monkeys, on farms and in facilities, such as kennels, pounds, hospitals, and laboratories.

*Stable Attendant (410.674-022)*

Cares for horses and mules to protect their health and improve their appearance.

*Animal Nursery Worker (412.674-014)*

Cares for newborn any young animals in zoo nursery and exhibit area.

*Animal Keeper (412.674-010)*

Feeds, waters, and cleans quarters of animals and birds in zoo, circus, or menagerie.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*

# **Maintenance Repairers, General Utility**

## **Occupational Profile for Maine**

### ***Job Description***

Perform work involving two or more maintenance skills to keep machines, mechanical equipment or structures in repair. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry and electrical work. They may also plan and lay out repair work; repair electrical and/or mechanical equipment; install, align and balance new equipment; and repair buildings, floors or stairs. These workers are generally found in small workplaces where specialization in maintenance work is impractical.

### ***Wages***

Their average wage in Maine in 1997 was \$10.94 per hour. This would be equivalent to \$1,896 per month or \$22,755 per year, assuming a 40-hour week worked the year around.

### ***Employment***

The estimated number of Maintenance Repairers, General Utility employed in the area in 1996 was 5,547. It is projected that in 2006 there will be 6,272. This represents a growth rate of 13.1% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 185 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### ***Industry Sectors***

The industry that employed the largest number of Maintenance Repairers, General Utility in the area in 1996 was Educational Services, with 10% of the total employment for this occupation. The next largest industry for this occupation was Real Estate, with 9% of employment. The third largest was Special Trade Contractors, with 8%.

### ***Transferable Work Content Skills***

- Repairing fixed structures and objects (high level)
- Using machinist equipment (high level)
- Using welding and soldering machines and equipment (high level)
- Using construction hand and power tools (high level)
- Repairing electrical/electronic objects (high level)
- Repairing mechanical objects (high level)
- Following written repair work orders (high level)
- Observing and diagnosing mechanical problems (high level)

### ***Education***

High school preferred, plus long term, on-the-job training

Most general maintenance mechanics learn their skills informally on the job. They start as helpers, watching and learning from skilled maintenance workers. It generally takes from 1 to 4 years of on-the-job training or school, or a combination of both, to become fully qualified, depending on the skill

level required. Graduation from high school is preferred for entry into this occupation.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 46.0401 Building/Property Main. and Manager
- on-the-job training

### ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Middle third
Numerical aptitude	Middle third
Spatial perception	Top one-third - significant to this occupation
Form perception	Top one-third - significant to this occupation
Clerical perception	Bottom third
Eye-hand coordination	Middle third
Finger dexterity	Middle third
Manual dexterity	Top one-third - significant to this occupation

### ***Physical Demands***

Heavy (50 lbs to 100 lbs)

### ***Physical Activities***

Lifting  
Carrying  
Pushing or pulling  
Standing for long periods  
Reaching  
Using hands  
Seeing clearly up close  
Judging depth and distance  
Walking

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Fire-Fighting-Equipment Specialist (638.281-010)*

Repairs firefighting vehicles, equipment, buildings, and structures.

*Maintenance Repairer, Industrial (899.261-014)*

Installs, maintains, and repairs machinery, equipment, physical structures, and pipe and electrical systems in commercial or industrial establishments, following specifications, blueprints, manuals, and schematic drawings, using hand tools, power tools, hoist, crane, and measuring and testing instruments.

*Maintenance Repairer, Building (899.381-010)*

Repairs and maintains physical structures of commercial and industrial establishments, such as factories, office buildings, apartment houses, and logging and mining constructions, using hand tools and power tools.

*Maintenance Worker, Municipal (899.684-046)*

Performs any combination of following duties to maintain and repair property of municipality, using variety of machines, tools, and equipment.

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**Sources:** *Choices CT© and the Maine Economic Data Inventory.*

# Auto Mechanic

## Occupational Profile for Maine

### *Job Description*

Services and repairs cars, trucks, vans, and other gas-powered vehicles. Gets a description of the problem, diagnoses the source of the problem, and makes adjustments or repairs. Also inspects, lubricates, and adjusts engines. Repairs or replaces parts as needed. Usually follows a checklist to be sure all parts are examined. May specialize in the repair of a certain part of a car such as brakes, transmission, or engine. Uses many different hand tools, power tools, and testing instruments including electrical and electronic testers and computerized diagnostic devices.

### *Wages*

Their average wage in Maine in 1997 was \$11.09 per hour. This would be equivalent to \$1,922 per month or \$23,067 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Auto Mechanics employed in the area in 1996 was 5,147. It is projected that in 2006 there will be 5,700. This represents a growth rate of 10.7% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 189 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Auto Mechanics in the area in 1996 was Automotive Dealers & Service Stations, with 37% of the total employment for this occupation. The next largest industry for this occupation was Private Households/Self-Employed, with 31% of employment. The third largest was Auto Repair, Services, & Parking, with 16%.

### *Transferable Work Content Skills*

- Using electrical/electronic testing instruments (medium level)
- Using mechanics hand and power tools (medium level)
- Repairing mechanical objects (medium level)
- Following written repair work orders (medium level)
- Observing and diagnosing mechanical problems (medium level)
- Operating computerized diagnostic equipment in mechanics (medium level)

### *Education*

1-2 years postsecondary training

Most training authorities strongly recommend that persons seeking trainee automotive mechanic jobs complete a formal training program after graduating from high school. However, some automotive mechanics still learn the trade solely by assisting and working with experienced mechanics.

Automotive mechanic training programs are offered in high schools, community colleges, and public and private vocational technical schools, but postsecondary programs generally provide more thorough career preparation than high school programs. Some trade and technical school programs concentrate the training to 6 months or a year, depending on how many hours the student must attend each week. Community college programs normally spread the training out over 2 years.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 15.0803 Automotive Engineering Tech./Technician
- 47.0604 Auto/Automotive Mechanic/Technician
- certification available
- apprenticeship sometimes available

## ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Bottom third
Numerical aptitude	Bottom third
Spatial perception	Middle third - significant to this occupation
Form perception	Middle third
Clerical perception	Bottom third
Eye-hand coordination	Middle third - significant to this occupation
Finger dexterity	Middle third
Manual dexterity	Middle third - significant to this occupation

## ***Physical Demands***

Medium (20 lbs to 50 lbs)

## ***Physical Activities***

Lifting  
Carrying  
Reaching  
Using hands  
Using fingers  
Seeing clearly up close  
Judging depth and distance  
Seeing color differences

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Automobile-Service-Station Mechanic (620.261-030)*

Repairs and services vehicles of service station customers through performance of any of following tasks.

*Air-Conditioning Mechanic (620.281-010)*

Installs and repairs automotive air-conditioning units.

*Brake Repairer (620.281-026)*

Repairs and overhauls brake systems in automobiles, buses, trucks, and other automotive vehicles.

*Front-End Mechanic (620.281-038)*

Aligns wheels, axles, frames, torsion bars, and steering mechanisms of automotive vehicles, such as automobiles, buses, and trucks.

*Transmission Mechanic (620.281-062)*

Repairs manual and automatic transmissions in automobiles, buses, trucks, and other automotive vehicles.

*Tune-Up Mechanic (620.281-066)*

Tunes automotive vehicle engines to ensure efficient operation.

*Muffler Installer (807.664-010)*

Replaces defective mufflers and pipes on automobiles, buses, trucks, and other automotive vehicles according to factory or customer specifications, using handtools and power tools.

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**Sources:**      *Choices CT© and the Maine Economic Data Inventory.*

# Data Processing Equipment Repairer

## Occupational Profile for Maine

### *Job Description*

Repairs, maintains, and installs mainframes, mini computers, or personal computers; peripheral equipment; and word processing systems. Discusses equipment problems with customers. May work with electricians to make cable and wiring connections. Runs diagnostic programs to locate problems, even when working with systems that have a self-diagnosing feature. Follows manufacturer's manuals, charts, blueprints, and diagrams.

### *Wages*

Their average wage in Maine in 1997 was \$13.93 per hour. This would be equivalent to \$2,414 per month or \$28,974 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Data Processing Equipment Repairers employed in the area in 1996 was 279. It is projected that in 2006 there will be 366. This represents a growth rate of 31.2% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 18 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Data Processing Equipment Repairers in the area in 1996 was Communications, with 27% of the total employment for this occupation. The next largest industry for this occupation was Wholesale Trade-durable Goods, with 22% of employment. The third largest was Private Households/Self-Employed, with 18%.

### *Transferable Work Content Skills*

- Using electrical/electronic testing instruments (high level)
- Using electrical repair hand and power tools (high level)
- Repairing electrical/electronic objects (high level)
- Explaining electrical/electronic operations and problems (high level)
- Working as a member of a data processing team (high level)
- Observing and diagnosing electrical/electronic problems (high level)
- Following manufacturing blueprints and diagrams (high level)

### *Education*

1-2 years postsecondary training

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 15.0402 Computer Main. Tech./Technician
- 47.0102 Business Machine Repairer
- 47.0104 Computer Installer and Repairer
- military services (Army and Marine Corps offer apprenticeships)

### *Aptitudes*

- |                          |  |
|--------------------------|--|
| General learning ability | Top one-third - significant to this occupation |
| Verbal aptitude          | Middle third                                   |
| Numerical aptitude       | Middle third                                   |

Spatial perception	Middle third - significant to this occupation
Form perception	Middle third - significant to this occupation
Clerical perception	Middle third
Eye-hand coordination	Middle third
Finger dexterity	Middle third
Manual dexterity	Middle third

### ***Physical Demands***

Light (10 lbs to 20 lbs)

### ***Physical Activities***

Reaching  
Using hands  
Using fingers  
Using fingertips to feel  
Talking  
Hearing  
Seeing clearly up close  
Focusing eyes

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Assembly Technician (633.261-010)*

Inspects, adjusts, and repairs punched-card office machines, such as interpreters, collators, proof machines for banks, and card punches, using handtools and test equipment.

*Electronics Mechanic (828.261-022)*

Repairs electronic equipment, such as computers, industrial controls, audio and video systems, radar systems, telemetering and missile control systems, transmitters, antennas, and servomechanisms, following blueprints and manufacturers' specifications, and using handtools and test instruments.

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**Sources:**      *Choices CT©* and the *Maine Economic Data Inventory*.



# Carpenter

## Occupational Profile for Maine

### *Job Description*

Cuts, fits, and assembles wood and other materials in the construction of buildings, bridges, docks, industrial plants, boats, and many other structures. Duties vary by type of employer. Working from blueprints or instructions, first does the layout-measuring, marking, and arranging materials. Cuts and shapes wood and other materials, such as plastic, fiberglass, and drywall with hand and power tools. Then joins the materials with nails, screws, staples, or adhesives. In the final step, checks the accuracy of the work and makes any necessary adjustments. Often works with prefabricated components designed for easy and fast installation, such as stair units or wall panels.

### *Wages*

Their average wage in Maine in 1997 was \$11.42 per hour. This would be equivalent to \$1,979 per month or \$23,753 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Carpenters employed in the area in 1996 was 8,259. It is projected that in 2006 there will be 8,733. This represents a growth rate of 5.7% over this period, slower than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 193 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Carpenters in the area in 1996 was Private Households/Self-Employed, with 54% of the total employment for this occupation. The next largest industry for this occupation was General Building Contractors, with 25% of employment. The third largest was Transportation Equipment, with 5%.

### *Transferable Work Content Skills*

- Sawing materials (high level)
- Making large fixed structures and objects (high level)
- Repairing fixed structures and objects (high level)
- Operating woodworking production machines (high level)
- Using construction hand and power tools (high level)
- Constructing with brick, stone, and mortar (high level)
- Following written construction work orders (high level)
- Working as a member of a construction team (high level)
- Reading and following construction blueprints and plans (high level)

### *Education*

High school preferred, plus long term, on-the-job training

Carpenters learn their trade through on-the-job training and through formal training programs. A high school education is desirable, including courses in carpentry, shop, mechanical drawing, and general mathematics. Most employers recommend an apprenticeship as the best way to learn carpentry.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 46.0201 Carpenter
- 46.9999 Construction Trades, Other
- 49.0306 Marine Main. and Ship Repairer
- military services
- apprenticeship

- on-the-job training

## ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Bottom third
Numerical aptitude	Middle third
Spatial perception	Middle third - significant to this occupation
Form perception	Middle third - significant to this occupation
Clerical perception	Bottom third
Eye-hand coordination	Middle third
Finger dexterity	Middle third
Manual dexterity	Middle third - significant to this occupation

## ***Physical Demands***

Medium (20 lbs to 50 lbs)

## ***Physical Activities***

Lifting  
Carrying  
Climbing  
Stooping  
Kneeling  
Standing for long periods  
Reaching  
Using hands  
Using fingers  
Seeing clearly up close  
Judging depth and distance

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Carpenter, Maintenance (860.281-010)*

Constructs and repairs structural woodwork and equipment in establishment, working from blueprints, drawings, or oral instructions.

*Boatbuilder, Wood (860.361-010)*

Fabricates, repairs, or modifies wooden boats, life rafts, and pontoons, according to blueprints, using handtools, power tools, and measuring instruments.

*Carpenter, Rough (860.381-042)*

Builds rough wooden structures, such as concrete forms, scaffolds, tunnel and sewer supports, and temporary frame shelters, according to sketches, blueprints, or oral instructions.

*Joiner (860.381-050)*

Fabricates, assembles, installs, or repairs wooden furnishings in ships or boats according to blueprints, using handtools, power tools, and measuring instruments.

*Shipwright (860.381-058)*

Constructs or repairs ships, following blueprints or ship's plans.

*House Repairer (869.381-010)*

Repairs and remodels houses and small buildings, according to blueprints or oral instructions.

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**Sources:** *Choices CT*© and the *Maine Economic Data Inventory*.

# **Paving, Surfacing and Tamping Equipment Operator**

## **Occupational Profile for Maine**

### ***Job Description***

Operates equipment that spreads concrete or other materials on roads or other surfaces. Also may use equipment that packs gravel, dirt, or other material. Moves levels, pushes pedals, and turns handwheel to control the equipment. May also clean and replace worn machinery parts.

### ***Wages***

Their average wage in Maine in 1997 was \$9.32 per hour. This would be equivalent to \$1,615 per month or \$19,385 per year, assuming a 40-hour week worked the year around.

### ***Employment***

The estimated number of Paving and Surfacing Equipment Operators employed in the area in 1996 was 403. It is projected that in 2006 there will be 526. This represents a growth rate of 30.5% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 21 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### ***Industry Sectors***

The industry that employed the largest number of Paving and Surfacing Equipment Operators in the area in 1996 was Heavy Construction, Ex. Building, with 44% of the total employment for this occupation. The next largest industry for this occupation was Special Trade Contractors, with 41% of employment. The third largest was Private Households/Self-Employed, with 2%.

### ***Transferable Work Content Skills***

- Making large fixed structures and objects (medium level)
- Repairing fixed structures and objects (medium level)
- Adjusting controls on machines (medium level)
- Operating material moving or paving machines (medium level)
- Constructing with brick, stone, and mortar (medium level)
- Paving surfaces (medium level)
- Following written construction work orders (medium level)
- Working as a member of a construction team (medium level)
- Inspecting tools and equipment (medium level)

### ***Education***

High school preferred, plus moderate length, on-the-job training

Related Education Programs (by CIP – Classification of Instructional Program codes)

- 49.0202 Construction Equipment Operator
- military services (Army offers apprenticeship)

## ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Bottom third
Numerical aptitude	Bottom third
Spatial perception	Middle third - significant to this occupation
Form perception	Middle third - significant to this occupation
Clerical perception	Bottom 10%
Eye-hand coordination	Middle third
Finger dexterity	Bottom third
Manual dexterity	Middle third - significant to this occupation

## ***Physical Demands***

Light (10 lbs to 20 lbs)

## ***Physical Activities***

Pushing or pulling  
Reaching  
Using hands  
Seeing clearly up close  
Seeing clearly at a distance  
Judging depth and distance

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Concrete-Paving-Machine Operator (853.663-014)*

Operates concrete paving machine to spread and smooth freshly poured concrete surfaces for concrete roads and landing fields.

*Road-Oiling-Truck Driver (853.663-018)*

Drives and operates truck equipped with tank to spray oil or bituminous emulsions on road surfaces.

*Stone-Spreader Operator (853.663-022)*

Operates stone-spreading machine to lay gravel, stone, and cold-mix asphalt on road surfaces.

*Railway-Equipment Operator (859.683-018)*

Operates several types of heavy equipment, such as rail-mounted tamping machines, brooms, graders, and ballast cleaning machines to tamp ballast beneath and between ties, to clean tracks, to clean and redistribute ballast, and to grade and level ballast on railroad tracks.

*Road-Roller Operator (859.683-030)*

Drives heavy rolling machine (road roller) to compact earth fills, subgrades, flexible base, and bituminous surface to grade specifications preparatory to construction of highways, streets, and runways.

*Tamping-Machine Operator (869.683-018)*

Operates crawler-tire or pneumatic-tire mounted tamping machine to compact earthen fills and finished road materials.

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**Sources:**      *Choices CT*© and the *Maine Economic Data Inventory*.

# Electronic Pagination System Operator

## Occupational Profile for Maine

### Job Description

Using a computer screen, calls up type and art elements from computer memory and positions them into a completed page, using knowledge of type styles and size and composition patterns. The composited page is then transmitted for production into film or directly into plates.

### Wages

Their average wage in Maine in 1997 was \$10.83 per hour. This would be equivalent to \$1,877 per month or \$22,526 per year, assuming a 40-hour week worked the year around.

### Employment

The estimated number of Electronic Pagination System Operators employed in the area in 1996 was 120. It is projected that in 2006 there will be 220. This represents a growth rate of 83.3% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 12 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### Industry Sectors

The industry that employed the largest number of Electronic Pagination System Operators in the area in 1996 was Printing & Publishing, with 100% of the total employment for this occupation.

### Transferable Work Content Skills

- Printing material (high level)
- Operating computers to lay out designs and colors (high level)
- Following written production guidelines (high level)
- Producing designs of ideas or letters (high level)
- Processing data on computers (high level)

### Education

1-2 years postsecondary training

Related Education Programs (by CIP – Classification of Instructional Program codes)  
- 48.0211 Computer Typography and Composition Equipment Operator

### Aptitudes

Verbal aptitude	Middle third
Numerical aptitude	Middle third
Spatial perception	Top one-third - significant to this occupation
Form perception	Top one-third - significant to this occupation
Clerical perception	Middle third
Eye-hand coordination	Top one-third - significant to this occupation
Finger dexterity	Middle third
Manual dexterity	Middle third

## ***Physical Demands***

Sedentary (up to 10 lbs)

## ***Physical Activities***

Reaching  
Using hands  
Using fingers  
Seeing clearly up close  
Focusing eyes  
Seeing color differences

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

### *Computer Operator-Clerical (213.362-010)*

Operates computer and peripheral equipment to process business, scientific, engineering, or other data, according to operating instructions.

### *Peripheral Equipment Operator (213.382-010)*

Operates computer peripheral equipment, such as printer, plotter, computer output microfiche machine, and document reader-sorter to transfer data to and from computer and to convert data from one format to another.

### *Data Entry Clerk (203.582-054)*

Operates keyboard or other data entry device to enter data into computer or onto magnetic tape or disk for subsequent entry.

### *Cryptographic Machine Operator (203.582-018)*

Operates cryptographic equipment to code, transmit, and decode secret messages for units of armed forces, law enforcement agencies, or business organizations.

### *Billing Machine Operator (214.482-010)*

Operates billing machines with or without computing devices to prepare bills, statements, and invoices to be sent to customers, itemizing amounts customers owe.

### *Transcribing Machine Operator (203.582-058)*

Operates typewriter or word processor/computer to transcribe letters, reports, or other recorded data heard through earphones of transcribing machine.

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**Sources:**      *Choices CT*© and the *Maine Economic Data Inventory*.

# Truck Driver - Heavy or Tractor-Trailer

## Occupational Profile for Maine

### *Job Description*

Drives trucks that carry materials that weigh 3 tons or more. Before starting a trip, checks trucks for fuel and oil. Inspects trucks to make sure the brakes, windshield wipers, and lights are working and that a fire extinguisher, flares, and other safety equipment are aboard and in working order. Must follow trip and delivery instructions. Completes reports about the trip and the condition of the truck, and gives a detailed report of any accident. May deliver materials to construction sites, warehouses, stores, or homes. May load and unload goods or materials. May collect receipts or payments for loads delivered, and keep records of deliveries made. May make minor repairs to trucks, and report other repairs needed.

### *Wages*

Their average wage in Maine in 1997 was \$11.74 per hour. This would be equivalent to \$2,034 per month or \$24,419 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Truck Drivers-Heavy or Tractor-Trailer employed in the area in 1996 was 9,832. It is projected that in 2006 there will be 10,703. This represents a growth rate of 8.9% over this period, slower than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 224 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Truck Drivers-Heavy or Tractor-Trailer in the area in 1996 was Trucking and Warehousing, with 37% of the total employment for this occupation. The next largest industry for this occupation was Self-Employed, with 16% of employment. The third largest was Wholesale Trade-nondurable Goods, with 7%.

### *License/Certification*

State Department, Bureau of Motor Vehicles, 29 State House Station, 101 Hospital Street, Augusta, ME, 04333-0029, Tel 207-287-5400

### *Transferable Work Content Skills*

- Operating trains, buses, or trucks to transport people or freight (basic level)
- Driving vehicles of three tons or more (basic level)
- Loading and unloading materials (basic level)
- Following travel directions (basic level)
- Preparing and maintaining work logs and reports (basic level)
- Inspecting vehicles (basic level)

### *Education*

High school preferred, plus short term, on-the-job training

Many trucking companies prefer to hire high school graduates. Qualifications and standards for truck drivers are established by state and federal regulations. Driver-training courses are a desirable method of preparing for truck driver jobs and obtaining a Commercial Driver's License. High school driver-training courses are an asset, and courses in automotive mechanics may help drivers make minor roadside repairs.

Related Education Programs: (by CIP – Classification of Instructional Program codes)

- 49.0205 Truck, Bus and Other Commercial Vehicle Operator
- on-the-job training
- usually requires chauffeur's license

- apprenticeship

## ***Aptitudes***

General learning ability	Middle third - significant to this occupation
Verbal aptitude	Bottom third
Numerical aptitude	Bottom third
Spatial perception	Middle third - significant to this occupation
Form perception	Bottom third
Clerical perception	Bottom third
Eye-hand coordination	Middle third - significant to this occupation
Finger dexterity	Bottom third
Manual dexterity	Middle third - significant to this occupation

## ***Physical Demands***

Medium (20 lbs to 50 lbs)

## ***Physical Activities***

Lifting and carrying  
Pushing or pulling  
Stooping, kneeling and crouching  
Standing for long periods  
Reaching  
Using hands and fingers and fingertips to feel  
Talking and hearing  
Seeing clearly up close  
Focusing eyes  
Walking

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Concrete-Mixing-Truck Driver (900.683-010)*

Drives truck equipped with auxiliary concrete mixer to deliver concrete mix to job sites.

*Dump-Truck Driver (902.683-010)*

Drives truck equipped with dump body to transport and dump loose materials, such as sand, gravel, crushed rock, coal, or bituminous paving materials.

*Tank-Truck Driver (903.683-018)*

Drives tank truck to deliver gasoline, fuel oil, lubricating oil, or liquefied petroleum gas to customers.

*Tractor-Trailer-Truck Driver (904.383-010)*

Drives gasoline or diesel-powered tractor-trailer combination, usually long distances, to transport and deliver products, livestock, or materials in liquid, loose, or packaged form.

*Garbage Collector Driver (905.663-010)*

Drives packer-type truck, dump truck, or truck equipped with hydraulic lifting device to collect garbage and trash, and transports load to disposal area. Records mileage and fuel consumption.

*Van Driver (905.663-018)*

Loads furniture into van, drives truck to specified destination, and unloads furniture.

*Tow-Truck Operator (919.663-026)*

Drives tow-truck to move motor vehicles damaged by accident, stalled, or ticketed by police for traffic violation.

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**Sources:** Choices CT© and the Maine Economic Data Inventory.



## **Truck Driver - Light (Including Delivery and Route Worker)**

### Occupational Profile for Maine

#### ***Job Description***

Drives trucks that carry less than 3 tons of weight. Types of trucks include vans, pickup trucks, and delivery trucks. Checks trucks for fuel and oil. Inspects trucks to make sure the brakes, windshield wipers, and lights are working. Delivers goods, materials, or machinery within a local area. May deliver items to stores, homes, farms, plants, or construction sites. Loads and unloads goods or materials. Keeps delivery records, and may collect payments for items delivered. May do routine servicing of the trucks and make minor repairs.

#### ***Wages***

Their average wage in Maine in 1997 was \$10.21 per hour. This would be equivalent to \$1,769 per month or \$21,236 per year, assuming a 40-hour week worked the year around.

#### ***Employment***

The estimated number of Truck Drivers-Light (Including Delivery and Route Workers) employed in the area in 1996 was 6,727. It is projected that in 2006 there will be 7,629. This represents a growth rate of 13.4% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 184 openings per year. This does not, however, take into account how many workers will be competing for these openings.

#### ***Industry Sectors***

The industry that employed the largest number of Truck Drivers-Light (Including Delivery and Route Workers) in the area in 1996 was Self-Employed, with 16% of the total employment for this occupation. The next largest industry for this occupation was Wholesale Trade-nondurable Goods, with 14% of employment. The third largest was Trucking and Warehousing, with 13%.

#### ***License/Certification***

State Department, Bureau of Motor Vehicles, 29 State House Station, 101 Hospital Street, Augusta, ME, 04333-0029, Tel 207-287-5400

#### ***Transferable Work Content Skills***

- Operating trains, buses, or trucks to transport people or freight (basic level)
- Driving vehicles of less than three tons (basic level)
- Loading and unloading materials (basic level)
- Following travel directions (basic level)
- Preparing and maintaining work logs and reports (basic level)
- Inspecting vehicles (basic level)

#### ***Education***

High school preferred, plus short term, on-the-job training

Many trucking companies prefer to hire high school graduates. Qualifications and standards for truck

drivers are established by state and federal regulations. Driver-training courses are a desirable method of preparing for truck driver jobs and obtaining a Commercial Driver's License. High school driver-training courses are an asset, and courses in automotive mechanics may help drivers make minor roadside repairs.

Related Education Programs: (by CIP – Classification of Instructional Program codes)

- 49.0205 Truck, Bus and Other Commercial Vehicle Operator
- on-the-job training

### ***Aptitudes***

General learning ability	Bottom third
Verbal aptitude	Bottom third
Numerical aptitude	Bottom third
Spatial perception	Middle third - significant to this occupation
Form perception	Bottom third
Clerical perception	Bottom third
Eye-hand coordination	Middle third - significant to this occupation
Finger dexterity	Bottom third
Manual dexterity	Middle third - significant to this occupation

### ***Physical Demands***

Medium (20 lbs to 50 lbs)

### ***Physical Activities***

Lifting and carrying  
Sitting for long periods  
Reaching  
Using hands and fingers  
Seeing clearly up close  
Seeing clearly at a distance  
Judging depth and distance  
Using field of vision  
Walking  
Seeing color differences

### ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Health-Equipment Servicer (359.363-010)*

Delivers, installs, demonstrates, and maintains rental medical equipment, such as respirator, oxygen equipment, hospital beds, and wheelchairs, for use in private residences.

*Food-Service Driver (906.683-010)*

Drives truck to deliver refrigerated and electric-warming cabinets containing previously prepared meals to airports, and unloads cabinets into airplanes.

*Telephone-Directory-Distributor Driver (906.683-018)*

Drives automobile or truck to transport telephone directories from central storage facilities to distribution area.

*Escort-Vehicle Driver (919.663-022)*

Drives vehicle equipped with warning lights and signs to escort trucks hauling mobile homes on public thoroughfares.

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**Sources:** *Choices CT*© and the *Maine Economic Data Inventory*.

# Hand Packer and Packager

## Occupational Profile for Maine

### *Job Description*

Packages or wraps materials or products by hand. Fills containers with materials, and wraps articles in paper, plastic, or other materials. Keeps records of items packed. Follows instructions from supervisors. May clean, weigh, inspect, and sort articles before packaging. May also stamp information on cartons or labels, stack packages on loading docks, and help load filled containers.

### *Wages*

Their average wage in Maine in 1997 was \$7.79 per hour. This would be equivalent to \$1,350 per month or \$16,203 per year, assuming a 40-hour week worked the year around.

### *Employment*

The estimated number of Hand Packers and Packagers employed in the area in 1996 was 3,778. It is projected that in 2006 there will be 4,413. This represents a growth rate of 16.8% over this period, faster than the 10.0% growth rate for all occupations in the area. Growth plus replacement needs are estimated to average about 165 openings per year. This does not, however, take into account how many workers will be competing for these openings.

### *Industry Sectors*

The industry that employed the largest number of Hand Packers and Packagers in the area in 1996 was Food & Kindred Products, with 24% of the total employment for this occupation. The next largest industry for this occupation was Food Stores, with 22% of employment. The third largest was Business Services, with 10%.

### *Transferable Work Content Skills*

- Filling and packing containers (basic level)
- Feeding and removing products in machines (basic level)
- Loading and unloading materials (basic level)
- Weighing and marking products (basic level)
- Following spoken instructions (basic level)
- Examining materials to check standards (basic level)
- Sorting products and materials (basic level)
- Inspecting products and materials (basic level)

### *Education*

High school preferred, plus short term, on-the-job training

Employers will generally hire people without work experience or specific training. Some employers require a high school diploma, others do not. Generally, workers pick up skills informally from more experienced workers or supervisors.

Related Education Programs (by CIP – Classification of Instructional Program codes)

- no educational or training requirements
- work is learned on the job

## ***Aptitudes***

General learning ability	Bottom third
Verbal aptitude	Bottom third
Numerical aptitude	Bottom third
Spatial perception	Bottom third
Form perception	Bottom third
Clerical perception	Bottom 10%
Eye-hand coordination	Bottom third
Finger dexterity	Bottom third
Manual dexterity	Middle third - significant to this occupation

## ***Physical Demands***

Light (10 lbs to 20 lbs)

## ***Physical Activities***

Lifting  
Carrying  
Standing for long periods  
Reaching  
Using hands  
Seeing clearly up close

## ***Related Occupations*** (by DOT – Dictionary of Occupational Titles codes)

*Poultry-Dressing Worker (525.687-082)*

Weighs, wraps, and prepares poultry for shipment or storage.

*Packing-Line Worker (753.687-038)*

Performs any combination of following tasks as member of conveyor line crew to finish and pack plastic or rubber footwear.

*Crater (920.684-010)*

Fabricates wooden crates or boxes, using woodworking handtools and powered tools, and packs such items as machinery, vehicles, or other large or odd-shaped products.

*Bagger (920.687-018)*

Covers garments or household articles with plastic or paper bags.

*Packer, Agricultural Produce (920.687-134)*

Packs agricultural produce, such as bulbs, fruits, nuts, eggs, and vegetables, for storage or shipment, performing any combination of following duties.

*Shoe Packer (920.687-166)*

Packs paired shoes, according to case number, in cartons for shipment. May inspect shoes for defects prior to packing.

*Bander, Hand (929.687-058)*

Fastens plastic or metal bands around stacks, bundles, or palletized articles prior to storage or shipment, using strapping tool and clamps.

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**Sources:** *Choices CT*© and the *Maine Economic Data Inventory*.